

Ex. 5 - Personal Privacy															
501															

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]
From: Engebretson, Lizabeth
Sent: Wed 6/28/2017 3:29:29 PM
Subject: RE: Updated V/V Schedule
DraftSSC Schedule V-V June2017 rev .docx

Debbi,

I added the action item – please feel free to edit, as desired before sending out to the broader group before our meeting tomorrow.

Kind regards,

Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 2:48 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Updated V/V Schedule

Thank you! Can you take a stab at adding a shortened version of the action into the updated schedule? D

From: Engebretson, Lizabeth
Sent: Tuesday, June 27, 2017 4:21 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: Updated V/V Schedule

Debbi,

Thank you – the overall schedule looks workable. I have one suggestion for addition, which we did not have in the “official schedule” last VERA/VSIP timelines; however, our SSCs addressed in outreach with customers. For the step of “separation” by Sept. 2, recommend that it is noted that “Program/Regions” prepare the retirement and VSIP SF-52/authorize action (with budget code for VSIP) in FPPS AND include the separation checklists/validate records management requirements per agency policies. We had a sample “dual NOAC” SF-52 as an example for customers last V/V; however, with so many new supervisors and staff, want to ensure Programs/Regions realize upfront they have the responsibility to create the HR actions we will ultimately process in the SSCs.

My two cents, which is hopefully of constructive help. Thanks for consideration of comment. If this is not the best place to note this requirement/activity of the Program/Regions, perhaps we can dialogue on the call this week (all together) on where/when we should provide the separation/SF-52 and VSIP FPPS action requirement information.

Regards,

Liz

From: Hart, Debbi

Sent: Tuesday, June 27, 2017 9:04 AM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>

Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>

Subject: RE: Updated V/V Schedule

FYI—this got stuck in my Outbox last Friday... Sorry for the delay. D

From: Hart, Debbi

Sent: Friday, June 23, 2017 6:03 PM

To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>;
Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>;
Loretta Hunt <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter,
Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

DRAFT
VERA/VSIP Schedule for SSC Actions
(Pending final agreement with the unions and OPM/OMB approval of requests)
June 23, 2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	6/2/17
Provide draft request to OPM/OMB	6/16/17
Notify unions of V/V submission	6/20/17
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	6/20/17
OPM/OMB approval	7/5/17
Notify unions of approval	7/6/17
AAs/RAs send VERA/VSIP letters to employees	7/7/17
VERA/VSIP Application Window Open	7/12/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	7/28/17
Responses due back to SSC from RHRO/PMOs	7/31/17
Employee Selected/Non-selected Letters Sent	8/2/17
RHRO/PMOs ensure VSIP/Retirement FPPS actions are initiated/authorized with correct accounting; separation and records management responsibilities completed	8/2/17-9/2/17
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees/Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/17
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/17
Last effective date for employee separations	9/2/17

Template: SSC VERA/VSIP Employee Notification Official Offer

Dear **<Employee>**:

This notice constitutes a formal offer to separate from employment under Voluntary Early Retirement Authority (VERA) and/or with a Voluntary Separation Incentive Payment (VSIP), pursuant to the VERA/VSIP interest form(s) you submitted on **<date>**.

Employees who elect to separate from employment with a VERA and/or VSIP offer must separate from the Agency not later than **<date>**. While every consideration will be given to your preferred separation date, final separation decisions will be based on the mission and budgetary needs of the organization.

If you plan to accept this offer and separate under VERA or optional retirement, along with a VSIP, you must complete and submit all necessary retirement application forms and related documents to **<servicing SSC, email address and contact info. >** as early as possible to allow sufficient time to process your separation and to resolve any questions or issues that may arise. If you plan to separate from employment by resignation along with acceptance of a VSIP, please immediately notify your immediate supervisor so that s/he can submit to **<servicing SSC>** the necessary personnel action requests.

You may withdraw your paperwork at any time prior to your separation date from the Agency by providing written notification to **<servicing SSC & email address>** who will, in turn, notify your organization's VERA/VSIP point of contact.

You should understand that your decision to accept or not to accept an offer of a VERA and/or VSIP is entirely voluntary. Therefore, you are not required to accept this offer. If you have any questions regarding this offer, please contact **<servicing SSC, email address and contact info. >**

Template: SSC VERA/VSIP Employee Notification Official No-Offer

Dear <Employee>:

This notice is to advise you that we cannot, at this time, offer you the opportunity to separate from employment under Voluntary Early Retirement Authority (VERA) and/or with a Voluntary Separation Incentive Payment (VSIP), pursuant to the VERA/VSIP interest form(s) you submitted on <date>.

This decision is due to the fact the only <X> offers could be made for the target position you occupy on a permanent basis. The number of interest forms submitted exceeded this number. You are <X> on the list of employees eligible to receive a backup offer in the event an employee with an offer decides to withdraw his/her interest in a VERA/VSIP.

Should the Agency be able to make you a back-up offer, you must understand that you will be required to separate from employment not later <date>. In the event such an offer is made, you will be provided assistance by <servicing SSC>.

If you have any questions regarding this notice, please contact <servicing SSC, email address and contact info. >.

WORKFORCE PLANS VERA/VSIP TEMPLATES			
Column to be deleted after meeting - since review under previous Titles limited to SSC			
VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES	VERA/VSIP Previous Template Name	PURPOSE	RESPONSIBLE PARTY/ISSUE BY
Asst Administrator VERA/VSIP Announcement to Staff of Buyout Request Submission to OPM	A_2013 Announcement to Staff of Buyout Request Submission to OPM	Notify Workforce of Pending Approval	HROs/PMOs
ASST Administrator VERA/VSIP 2013-2014 VERA-VSIP Opportunities Announcement w/Instructions Attachs A&B	B_Announcement for 2013-2014 VERA-VSIP Opportunities_ HRSSC Rev Template with Attachs A-E	Notify Workforce of VERA/VSIP Window/On-line App	HROs/PMOs
On-line VSIP Application and Process	B1-Form 1 Application for VSIP	Employee Completed Application On-Line	Employees
On-line Buyout Agreement	B2-Form 2 Buyout Agreement	Employee Signs Buyout Agreement ?On-Line/Hardcopy?	Employees
On-Line VERA Application	B3_Form 3 Application for VERA		Employees
VERA/VSIP Official Offer Determinations Templates	VERA/VSIP Official Offer Determinations Previous Templates		
SSC VERA/VSIP Employee Notification Official Offer	SSC VERA_VSIP Offer Notice	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC
SSC VERA/VSIP Employee Notification Official No-Offer	SSC VERA_VSIP No-Offer Notice	Notifies Employee Eligible for VERA/VSIP	Servicing SSC

To: Kuhns, Jason[kuhns.jason@epa.gov]; Parker, Gary[parker.gary@epa.gov]
Cc: Loretta Hunt[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Thur 6/15/2017 3:32:12 PM
Subject: FW: VERA VSIP Roll Up by Appropriations
20170609 VERA VSIP For Agency.xlsx

I think this is what I sent to Carol Terris. Is our number



Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 12:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: VERA VSIP Roll Up by Appropriations

Debbi,

Attached please find our roll up numbers by appropriation and themes.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

To: Vaughan, Pat[Vaughan.Pat@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 3:17:06 PM
Subject: RE: 30 Day Rule Questions

Jeremy contacted up about this and we think the timeline will be close enough to thirty days so they will be included or excluded accordingly. Luckily we haven't communicated to employees what is being targeted. Let me know if you have other questions. Thanks. D

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:33 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: 30 Day Rule Questions

Debbi,

We had a large number of employees in one of our Labs reassigned effective 5/28 as the result of a reorg that had been on hold during the freeze. I want to be clear of their status based on this "30 day" rule for how long a person has to be in their permanent position prior to a VERA/VSIP.

1. A few of these employees were NOT in the pool initially, but will be if a full 30 days goes by before submission of the agency package. They stay excluded and would only be included if that 30 days passes, correct? When it is announced that their series/grade is part of the targeted area, we'll have to explain to them that unfortunately they are not included.....ugh.
2. A few of these employees WERE in the pool initially and the reassignment moves them out of it. If 30 days hasn't passed before the package is submitted, does their earlier position that included them in the pool take precedent over their new position?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

[https:](#) Ex. 6 - Personal Privacy

To: Brincks, Mike[brincks.mike@epa.gov]
Cc: Krehbiel, Ben[Krehbiel.Ben@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Price, Patricia[price.patricia@epa.gov]; Flournoy, Luetta[Flournoy.Luetta@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]
From: Hart, Debbi
Sent: Tue 7/11/2017 7:51:17 PM
Subject: RE: Need your help - VERA/VSIP Notices - question

Yes, that's correct. DH

From: Brincks, Mike
Sent: Tuesday, July 11, 2017 3:44 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Krehbiel, Ben <Krehbiel.Ben@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Debbi - thank you.

So our position and messaging is only those eligible and targeted under our plan at the time it was submitted will be included in the pool? Is that correct?

Thanks,

Mike

On Jul 11, 2017, at 2:40 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Ben—

I connected with OPM and confirmed that changing your number of targeted positions would require an amendment to our business case. Given that our application window opens in less than two days, we do not have the time. So please proceed with your communications to folks in the targeted positions that were approved by OPM/OMB and let me know if you have any further questions. Thanks. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 11:01 AM
To: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>;
Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben-

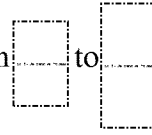
Got it—thanks. As mentioned, we will need to coordinate this with OPM. I'll contact you as soon as I connect with them. Debbi

From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>;
Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>;
Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

This will not affect our business case nor will it impact the number of maximum offers.

At most this would simply change our targeted positions from



Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

We will need to understand if this changes R7's business case or the max number of offers. I'll contact Ben/Pat to discuss.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>;
Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben
<Krehbiel.Ben@epa.gov>
Subject: Need your help - VERA/VSIP Notices - question
Importance: High

Debbi & Loretta,

Region 7's VERA/VSIP package targeted 168 positions eligible for either a Regular Retirement or an Early Retirement at the time the package was submitted. Since that submittal, there are several additional Region 7 employees who will become Early Retirement eligible either prior to the application deadline or the anticipated departure date of September 2nd. Should notices be sent to employees in targeted positions who will become Early Retirement eligible by the application deadline? By the Agency's departure date? Your earliest response would be greatly appreciated since this impacts who we send the notices to.

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

DRAFT
VERA/VSIP Schedule for SSC Actions
(Pending final agreement with the unions and OPM/OMB approval of requests)
June 28, 2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	✓ 6/2/17
Provide draft request to OPM/OMB	✓ 6/16/17
Notify unions of V/V submission	✓ 6/20/17
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	✓ 6/20/17
Provide template communication to NPMs/Regions that can be populated with final, office-specific VERA/VSIP information; office-specific communications can be sent to employees AFTER approval is received	7/6/17
OPM/OMB approval	7/7/17
Notify unions of approval and office-specific communications released	7/7/17
Agreement with unions	7/10/17
AAs/RAs send VERA/VSIP eligibility letters to employees	7/10/17
VERA/VSIP Application Window Open	7/12/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	7/28/17
Responses due back to SSC from RHRO/PMOs	7/31/17
Employee Selected/Non-selected Letters Sent	8/2/17
RHRO/PMOs ensure VSIP/Retirement FPPS actions are initiated/authorized with correct accounting; separation and records management responsibilities completed	8/2/17-9/2/17
HR SSCs evaluate the wait list and send new offers as appropriate	8/18/17
Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/17
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/17
Last effective date for employee separations	9/2/17

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/16/2017 2:35:16 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: call when you're back so we can see where things stand for the VV--her is what we need--

1. Final business cases
2. Final targeted positions template
3. Final org charts (ordered to match business cases?)
4. Final V/V templates (need to consider Linda's comment about providing work from high graded employees to others)
5. Final graphics or agency level analysis

Working on business case review

Also need to update schedule. Gary is out today.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/3/2017 5:51:24 PM
To: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
CC: Davis, Cathy [Davis.Cathy@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]
Subject: RE: VERA VSIP Follow-up Information

Importance: High

Hello Marilyn—

To answer your questions—yes. This falls under the purview of the SSCs. It is the SSCs that determine eligibility and send offers to eligible employees. I'm copying Cathy who is the RTP V/V representative in case you have other questions. But while I have you... Janet Remmers is looking for OEI's updated budget tables. Can you please let me know status? Thank you and I wish you a lovely holiday! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Braxton, Marilyn
Sent: Monday, July 03, 2017 8:23 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: VERA VSIP Follow-up Information

Good morning,

Would you be able to clarify a few things for me? First, will people be offered different amounts of the VISIP dependent on years of service and other factors? Also, how will they be notified of the amount they will be offered? (Let me know if this is more of a SSC question.)

Sent from my iPhone

On Jun 30, 2017, at 4:10 PM, Jones-Parra, Lisa <Jones-Parra.Lisa@epa.gov> wrote:

Hi Marilyn,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Steve is wondering if we should send a follow up note to employees assuming we can find some clarification. This is particularly important given that he may have misspoken at the meeting and the letters may be going out very soon.

Thanks

Lisa

Lisa Jones-Parra

Senior Advisor to the Acting Assistant Administrator
and Acting Chief Information Officer

Office of Environmental Information

U.S. Environmental Protection Agency

Desk: (202) 566-1157

Cell: (202) 384-2588

From: Braxton, Marilyn

Sent: Thursday, June 22, 2017 12:39 PM

To: OEI-All <OEI-ALL@epa.gov>

Subject: VERA VSIP Follow-up Information

Good afternoon,

Thank you for your questions about VERA VSIP during this morning's Updated Meeting. If you have any questions about the VERA/VSIP process or want to see the list of retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HR Shared Service Center.

This website includes information that may help answer some of the questions asked this morning, specifically:

- VERA eligible employees are those who are at least age 50 with at least 20 years creditable Federal service, OR any age with at least 25 years creditable Federal service.
- An employee who receives a VSIP (i.e. buy out) and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it—before the individual's first day of reemployment.
- The process for withdrawing applications has not yet been defined by the Agency as of yet. Most of the details concerning the VERA/VSIP process, including the deadline to withdraw an application, will be in the letters that will be sent out.

Regards!

Marilyn A. Braxton

202-564-8192

202-236-3228 (mobile)

From: MassMailer

Sent: Tuesday, June 20, 2017 2:13 PM

To: Mass Mailer <Mass_Mailer@epa.gov>

Subject: Update on VERA/VSIP Opportunities

<image001.jpg>

Dear Colleagues,

On June 1, 2017, I announced that the agency had begun a workforce reshaping effort in which headquarters and regional offices were reviewing their current organizations and analyzing where they can achieve efficiencies. On June 16, 2017, the agency submitted its draft request to the Office of Personnel Management and the Office of Management and Budget to use VERA (also known as early-out) and VSIP (also known as buy-out) where it makes sense and where it is aligned with these efficiencies.

Our agency-wide business case for VERA/VISIP reflects multiple factors, including increasing the staff to supervisor ratio; consolidating and streamlining functions; restructuring or reducing highly graded supervisory and non-supervisory positions; and focusing on core business functions, programmatic and STEM (science, technology, engineering and mathematics) priorities.

We expect to hear from OPM and OMB on our request by late June. In the interim, agency management will share with employees information on the grades, occupational series, and geographic locations within their organization that are included in the VERA and VSIP request. We expect a limited number of employees will be offered VERA/VSIP, and those who accept a VERA/VSIP offer must leave the agency by early September. The decision to take advantage of a VERA or VSIP is entirely voluntary.

Throughout this process, we will be working with our union partners. We will provide more details as they become available. Thank you again for your support as we work through this together.

Mike Flynn
Acting Deputy Administrator

DRAFT
VERA/VSIP Schedule for SSC Actions
(Pending final agreement with the unions and OPM/OMB approval of requests)
May 25, 2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	6/2/17
Agreement reached with unions	6/19/17
Provide draft request to OPM/OMB	6/20/17
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	6/23/17
OPM/OMB approval	7/5/17
AAs/RAs send VERA/VSIP letters to employees	7/7/17
VERA/VSIP Application Window Open	7/12/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	7/28/17
Responses due back to SSC from RHRO/PMOs	7/30/17
Employee Selected/Non-selected Letters Sent	8/2/17
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees/Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/17
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/17
Last effective date for most employee separations	9/1/17
Last date for late separation employees to decline their V/V	10/26/17
Last date for late separations approved by OARM	10/27/17
Authority Ends	10/31/17

Commented [HD1]: I recommend we remove these last three rows from schedule going out to employees.

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 7/14/2017 4:55:50 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: VERA VSIP Applications Received

Closest buys next happy hour round!

Sent from my iPhone

On Jul 14, 2017, at 12:15 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Do we win a prize if our guess is close?

From: Helm, Arron
Sent: Friday, July 14, 2017 10:19:07 AM
To: Hart, Debbi
Cc: Hunt, Loretta
Subject: Re: VERA VSIP Applications Received

635 applicants is my guess.

Sent from my iPhone

On Jul 14, 2017, at 9:43 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Thanks—not bad for day 1 I guess. What is your estimate for what our total will be? I'm doing an informal poll!

From: Helm, Arron
Sent: Thursday, July 13, 2017 7:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

FYI. Today's count.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 13, 2017 at 4:16:42 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.

Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engbretson, Lizabeth" <Engbretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, 278 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by Program/Region.

Program or Region	Total
AO	7
OAR	2
OARM	17
OCFO	13
OCSP	10
OECA	32
OEI	10
OGC	1
OITA	2
ORD	23
OW	14
Region 1	18
Region 10	2
Region 2	7
Region 3	28
Region 4	17
Region 5	16
Region 6	23
Region 7	27
Region 8	2
Region 9	7
	Total:
	278

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	Day 4
--------------------	-------	-------	-------	-------

October 2014	33	100	36	
February 2014	237	65	27	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360

<image001.jpg>

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Message

From: Davis, Cathy [Davis.Cathy@epa.gov]
Sent: 6/23/2017 5:32:21 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: VERA/VSIP Question

Loretta.

Thanks for responding so quickly. The question I sent earlier about the FEHB waiver was premature. According to OPM [BAL 04-208](#), there will be specific language provided in the VERA/VSIP instructions that we receive back from OPM which will address the FEHB waiver.

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax



From: Hunt, Loretta
Sent: Friday, June 23, 2017 11:22 AM
To: Davis, Cathy <Davis.Cathy@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: VERA/VSIP Question

Cathy,

The request did not ask for a blanket waiver.

Unless the region or program's individual business case limited V/V to only early or optional retirement eligibles, then anyone in a targeted position is eligible for VSIP (i.e., including resignations).

Sent from my iPhone

On Jun 23, 2017, at 10:01 AM, Davis, Cathy <Davis.Cathy@epa.gov> wrote:

Good morning Loretta.

Do you know if the VERA/VSIP package that our agency sent to OPM includes a blanket waiver of the 5 years of FEHB coverage requirement? Also, does the package contain language that will allow for resignations with a VSIP if the employee who is occupying a targeted position is not eligible for VERA or optional retirement?

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)
109 T.W. Alexander Dr.
RTP, NC 27711
(919) 541-3533
(919) 541-2186 fax

<image003.jpg>

VERA/VSIP Schedule of Actions

as of ~~5/31/2017~~ 6/14/2017

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	6/2/2017
<u>Provide draft request to OPM/OMB</u>	<u>6/16/2017</u>
Agreement reached with unions <u>Union Notification</u>	<u>6/20/2017</u>
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	6/21/2017
OPM/OMB approval	7/5/2017
AAs/RAs send VERA/VSIP letters to employees	7/7/2017
VERA/VSIP Application Window Open	7/12/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	7/28/2017
Responses due back to SSC from RHRO/PMOs	7/31/2017
Employee Selected/Non-selected Letters Sent	8/2/2017
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees/Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/2017
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/2017
Last effective date for employee separations	9/1/2017

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/27/2017 9:48:02 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Updated V/V Schedule

Thank you! Can you take a stab at adding a shortened version of the action into the updated schedule? D

From: Engebretson, Lizabeth
Sent: Tuesday, June 27, 2017 4:21 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: Updated V/V Schedule

Debbi,

Thank you – the overall schedule looks workable. I have one suggestion for addition, which we did not have in the “official schedule” last VERA/VSIP timelines; however, our SSCs addressed in outreach with customers. For the step of “separation” by Sept. 2, recommend that it is noted that “Program/Regions” prepare the retirement and VSIP SF-52/authorize action (with budget code for VSIP) in FPPS AND include the separation checklists/validate records management requirements per agency policies. We had a sample “dual NOAC” SF-52 as an example for customers last V/V; however, with so many new supervisors and staff, want to ensure Programs/Regions realize upfront they have the responsibility to create the HR actions we will ultimately process in the SSCs.

My two cents, which is hopefully of constructive help. Thanks for consideration of comment. If this is not the best place to note this requirement/activity of the Program/Regions, perhaps we can dialogue on the call this week (all together) on where/when we should provide the separation/SF-52 and VSIP FPPS action requirement information.

Regards,
Liz

From: Hart, Debbi
Sent: Tuesday, June 27, 2017 9:04 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>
Subject: RE: Updated V/V Schedule

FYI—this got stuck in my Outbox last Friday... Sorry for the delay. D

From: Hart, Debbi
Sent: Friday, June 23, 2017 6:03 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth

[<Engebretson.Lizabeth@epa.gov>](mailto:Engebretson.Lizabeth@epa.gov)

Cc: Coomber, Robert [<coomber.robert@epa.gov>](mailto:coomber.robert@epa.gov); Parker, Gary [<parker.gary@epa.gov>](mailto:parker.gary@epa.gov); Loretta Hunt [<Hunt.Loretta@epa.gov>](mailto:Hunt.Loretta@epa.gov); Corbett, Krysti [<Corbett.Krysti@epa.gov>](mailto:Corbett.Krysti@epa.gov); Carpenter, Wesley [<Carpenter.Wesley@epa.gov>](mailto:Carpenter.Wesley@epa.gov); Gray, Linda [<gray.linda@epa.gov>](mailto:gray.linda@epa.gov)
Subject: Updated V/V Schedule

All-

Per our discussion yesterday, please see the attached. Bob and I are comfortable with our front end dates. Please let me know if you have edits or additions from the SSC perspective. Thanks in advance and as you can probably tell, this is truly a living document LOL! Have a great weekend! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Mass Mailer

08/23/2004 07:10 AM

To: All EPA Employees

CC:

Subject: Voluntary Separation Incentive Payments (Buy-Outs) and
Voluntary Early Retirement Authority (Early-Outs)

Visit the Agency's Intranet for More Information

EPA@Work

All Hands Email-Archive

This message is being sent to all EPA Employees
Please do not reply to this mass mailing.

August 23, 2004

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payments (Buy-Outs) and
Voluntary Early Retirement Authority (Early-Outs)

FROM: David J. O'Connor /s/
Acting Assistant Administrator,
Office of Administration and Resources Management

TO: All EPA Employees

The Agency has recently submitted a request to the Office of Personnel Management (OPM) to renew for 2004 our buy-out and early-out authorities for the same categories of employees as 2003: SES and equivalent, GS/GM-14/15, and certain secretarial and clerical series across EPA Headquarters programs, regions, and laboratories occupations. Please note that OPM has not approved EPA's request to renew our buy-out and early-out authorities at this point and that any approval may be conditioned on a revision of the Agency's proposed plans, including a small window of time in which to offer these opportunities to employees. The purpose of this correspondence is to give employees as much time as possible to consider their retirement options involving such serious life decisions.

EPA's request for a renewal of our buy-out and early-out authorities for 2004 is not related to any downsizing efforts. Instead, as the Agency continues to implement various human capital initiatives in the President's Management Agenda, we hope to utilize available buy-out and early-out tools to help structure and shape our work force, thereby addressing our continuing skill imbalances and gaps that we face as we carry out our mission and meet changing business needs.

It is important to note that if our renewal requests are approved by OPM, the decision to

take advantage of these 2004 buy-out and early-out opportunities is entirely voluntary on the part of eligible employees. No one is required to accept a buy-out or early-out offer during the window of opportunity, nor should anyone be pressured to accept one. However, employees should note that EPA does not regularly offer buy-outs and early-outs, and there is no assurance that these will be offered in the future. The Agency has been collaborating with EPA's union officials on this possible 2004 buy-out/early-out program, and will comply with all appropriate labor-management requirements.

Employees will be promptly notified after OPM renders a decision on our renewal requests for a 2004 buy-out/early-out program.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/14/2017 1:43:53 PM
To: Helm, Arron [Helm.Arron@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA VSIP Applications Received

Thanks—not bad for day 1 I guess. What is your estimate for what our total will be? I'm doing an informal poll!

From: Helm, Arron
Sent: Thursday, July 13, 2017 7:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

FYI. Today's count.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 13, 2017 at 4:16:42 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.
Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, 278 VERA/VSIP applications have been received agency-wide. Below is the breakdown by Program/Region.

Program or Region	Total
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OAR	2
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Region 9	7
Total:	278

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	33	100	36	
February 2014	237	65	27	

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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To: Loretta Hunt[Hunt.Loretta@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]
From: Hart, Debbi
Sent: Fri 5/26/2017 2:44:27 PM
Subject: FW: Workforce Reshaping follow up
OGC VERA VSIP Major Themes.xlsx
OGC Targeted Positions Template.xlsx

So... we received no business case for OGC. Do we need to ask for one or can we roll their big two positions into the themes? I'm thinking we can do the latter pretty easily. I will ask him for OGC's current org chart. Debbi

From: Lattimore, Kraig
Sent: Wednesday, May 17, 2017 1:56 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>
Subject: Workforce Reshaping follow up

Hi Debbi,

Please see OGC's targeted numbers on the attached spreadsheets. Let me know if you need any additional information. Thanks.

Kraig E. Lattimore

Director, Resource Management Office

Office of General Counsel

U.S. Environmental Protection Agency

202-564-1757

Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 7/11/2017 2:17:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3
Attachments: VERA VSIP data issues round 2 OMB.DOCX

I've added some notes in the document but there are basically two issues OMB is pointing out.

Ex. 5 - Deliberative Process

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 9:35 AM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: EPA Final VERA/VSIP Request--email 3 of 3

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Grossman, Andrea L. EOP/OMB Ex. 6 - Personal Privacy
Sent: Friday, July 07, 2017 12:19 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hickey, Mike J. EOP/OMB Ex. 6 - Personal Privacy
Subject: RE: EPA Final VERA/VSIP Request--email 3 of 3

Debbi,

Thank you for this response. I'm attaching an updated list of outstanding data/consistency issues.

I'm not sure all of the offices understood our question about accounting for payroll for all positions classified as "restructure". As you'll see, this issue represents the vast majority of our outstanding issues. Even if a position will be filled internally, those payroll costs need to be accounted for in Table B. Many of the "Table B"s in the business case account for savings for the max number of offers, but do not include any costs for positions listed as "restructure", which indicates that those positions are actually being eliminated. Please see attached for the complete list of places this occurs.

I'm happy to chat through this if needed. I don't think this will take a long time to incorporate, as it should just be updating the math in the tables and ensuring everything is accounted for in the agency roll-up total (and it is likely easier to do centrally rather than farming it back out to all the offices).

Do you also have a written response you can provide for the other two non-data questions I sent over on 6/29?

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hart, Debbi [mailto:Hart.Debbi@epa.gov]

Sent: Friday, July 7, 2017 8:57 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy]; Grossman, Andrea L. EOP/OMB [Ex. 6 - Personal Privacy]

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:54 AM

To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' [Ex. 6 - Personal Privacy]; 'Grossman, Andrea L. EOP/OMB' [Ex. 6 - Personal Privacy]

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

From: Hart, Debbi

Sent: Friday, July 07, 2017 8:52 AM

To: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. EOP/OMB [Ex. 6 - Personal Privacy]; 'Grossman, Andrea L.

EOP/OMB' Ex. 6 - Personal Privacy

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>

Subject: EPA Final VERA/VSIP Request--email 1 of 3

Importance: High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Hart, Debbie[Hart.Debbi@epa.gov]; Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]
Cc: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Taylor, Jeremy
Sent: Fri 6/30/2017 3:13:31 PM
Subject: RE: OIG V/V

Thanks. So there is no need for them to be built into the system. We have added ERD and they are going to attend the demo today with LV.

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



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From: Hart, Debbie
Sent: Friday, June 30, 2017 11:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: OIG V/V

No- they do theirs independently.

From: Taylor, Jeremy
Sent: Friday, June 30, 2017 10:42 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: OIG V/V

Are they on the package that Loretta sent?

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537



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From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 10:13 AM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: OIG V/V

Jeremy and Ryan,

As an FYI – I have word (without details) of the OIG also putting together V/V package. I have heard the OIG will share the plan with Elaine and myself soon; so wanted to outreach as the intake system will also need to be workable for OIG. When I know more, will share asap.

Regards,

Liz

To: Hunt, Loretta[Hunt.Loretta@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]
From: Martinez, Gwendolyn
Sent: Thur 6/8/2017 11:11:15 AM
Subject: Re: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Good morning Loretta.

Sorry for the delay. I am obtaining the SL annual leave information from ERD. I should have everything back to you this morning.

Thank you.

Gwen

On Jun 7, 2017, at 8:03 AM, Martinez, Gwendolyn <Martinez.Gwendolyn@epa.gov> wrote:

Thank you Loretta.

I will get back to you this morning.

On Jun 6, 2017, at 5:44 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn

Sent: Tuesday, June 06, 2017 5:35 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>

Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen

Gwen Martinez

RMO HR Team Lead

Office of General Counsel

U.S. Environmental Protection Agency

martinez.gwendolyn@epa.gov

202-564-1644 office

Ex. 6 - Personal Privacy mobile

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]
Cc: Loretta Hunt[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Marian Cooper[Cooper.Marian@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]
From: Hart, Debbi
Sent: Thur 6/8/2017 5:36:40 PM
Subject: Status Update: VERA/VSIP

Please see below and let me know if I can share this with HR community to keep them in the loop. Am I missing anything? Feel free to share if appropriate. Thanks in advance. Debbi

Hello!

FYI-- Here's a quick update.

- The V/V team completed its review of the 22 packages submitted by regions and program offices; business cases are sound and targeted position templates are being rolled up into an agency level spreadsheet.
- We began populating the framework for the agency level business case and are analyzing potential cross-cutting impacts.
- We expect to share the draft business case informally with OPM/OMB next week.
- We are drafting a number of communications and talking points to share with offices in the near future.
- We continue to update our Early Out/Buyout [website](#) so that employees have all relevant V/V information in one location.
- Weekly meetings with the SSCs and LER were initiated to coordinate union negotiations and ensure a smooth transition from business case acceptance to implementation.

Thanks to all for your support past and as we move forward! Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Shanahan, Katherine[Shanahan.Katherine@epa.gov]
From: Hart, Debbi
Sent: Thur 6/29/2017 9:37:09 PM
Subject: RE: The V/V call

Yes-- thank you! I had to bail out at 3 and there was a lot of buzz at that point so I'm glad to read that everyone seemed to work through it okay. Thanks for volunteering to continue in the coordination role-- we can use your help as all things seem to be hitting at once. Debbi

-----Original Message-----

From: Hunt, Loretta
Sent: Thursday, June 29, 2017 5:03 PM
To: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: The V/V call

Kathie, thanks again for your help with herding the cats. We really appreciate it.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Shanahan, Katherine
Sent: Thursday, June 29, 2017 4:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: The V/V call

Hi Deb

I think the call went well, but then I only had a couple of little tweaks so life seemed ok to me. Janet is going to summarize the key points from the call and OCFO agreed to do a little spread sheet with certain factors, like inflation rate, built in so everyone is confident they are being consistent. There was a lot of buzz about how to get it out to people and it was just turning in to such a production, I said stop - send it to me in the am and I will send it out to everyone. So as soon as I get it, I will turn it around to the HROs, SBOs and Comptrollers and any messages I got back indicating the invite had been forwarded, I will be sure those people get it. Carol said tomorrow turn around would be great but definitely COB Monday so they can. roll it all up for submission back to OMB COB Weds. Mine is already fixed but I will hold it until I get whatever OCFO sends to me in the am to be sure it is all set. This seems pretty straightforward Let me know if you need anything more.

Karhie

Sent from my iPhone

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/13/2017 8:30:15 PM
To: Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: VERA VSIP Applications Received

FYI—not bad for Day 1!

From: Showman, John
Sent: Thursday, July 13, 2017 4:22 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VERA VSIP Applications Received

FYI ...

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, see 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, 278 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by Program/Region.

Program or Region	Total
AO	7
OAR	2
OARM	17
OCFO	13
OCSP	10
OECA	32
OEI	10
OGC	1
OITA	2
ORD	23
OW	14
Region 1	18
Region 10	2
Region 2	7
Region 3	28
Region 4	17
Region 5	16
Region 6	23
Region 7	27

Region 8

2

Region 9

7

Total:

278

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	33	100	36	52%
February 2014	237	65	27	72%

~ Alice

Alice Martinson

Acting Section Chief, RTP-SSC

U.S. Environmental Protection Agency

OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360



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To: Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Hart, Debbi
Sent: Fri 6/16/2017 9:42:30 PM
Subject: RE: Draft email to OPM re: V/V

Changing the order to get the templates first.

Looks good—some suggestions.

Draft

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

1. EPA's VSIP Request (.pdf)
2. EPA's VERA Request (.pdf)
3. Business cases (all contained in one Word file; the Table of Contents provides direct links to each of our 22 business cases)
4. Targeted positions spreadsheets for each office (Excel file)
5. Organization charts (one .pdf file)
6. Agency level analysis/summary slides (PowerPoint)

We will send X number of emails containing the agency's requests and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at hunt.loretta@epa.gov; (202)564-6963 or Debbi Hart at hart.debbi@epa.gov; (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

From: Collins, BJ [Collins.BJ@epa.gov]
Sent: 7/21/2017 7:43:36 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]
CC: Helm, Arron [Helm.Arron@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: Need list of V/V applicants by region/program office--
Attachments: 2017-VERAVSIP-072117.xlsx

Debbi,

Here is the list. We included a few additional fields we thought might be relevant. Please let me know if you need anything else. Thank you.

BJ Collins, Deputy Director
Office of Administration and Resources Management-RTP
Office Phone – 919-541-5515
Cell Phone – Ex. 6 - Personal Privacy

From: Hart, Debbi
Sent: Friday, July 21, 2017 3:25 PM
To: Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>
Cc: Helm, Arron <Helm.Arron@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Need list of V/V applicants by region/program office--

Hello-

Carol's folks need to calculate costs for the V/V applicants. Can we provide her with a list of applicant names by office?
Thanks in advance. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Office	Name	Series	Grade
AO	Ex. 6 - Personal Privacy	GS-0301	13
AO		GS-0560	14
AO		GS-0260	14
AO		GS-0343	15
AO		GS-0260	12
AO		GS-0260	14
AO		GS-0905	15
AO - OP		GS-0301	12
AO - OP		GS-0343	15
AO - OP		GS-0028	15
AO - OP		GS-0028	14
AO - OP		GS-0301	12
AO - OP		GS-0343	14
AO - OSAB		GS-0401	14

Office	Name	Series	Grade
OAR - OTAQ	Ex. 6 - Personal Privacy	GS-0301	15
OAR - OTAQ		GS-0301	13
OAR - OTAQ		GS-0343	13

Office	Name	Series	Grade
OARM	Ex. 6 - Personal Privacy	GS-0342	13
OARM		GS-0343	15
OARM		GS-0301	13
OARM		GS-0343	13
OARM - OA		GS-0342	13
OARM - OA		GS-0343	15
OARM - OA		GS-0343	13
OARM - OA		GS-0343	15
OARM - OA		GS-0301	12
OARM - OA		GS-0343	14
OARM - OA		GS-0343	12
OARM - OAM		GS-1102	15
OARM - OAM		GS-0510	14
OARM - OAM		GS-1102	13
OARM - OAM		GS-1102	15
OARM - OAM		GS-0318	9
OARM - OAM		GS-1102	14
OARM - OAM		GS-1102	15
OARM - OAM		GS-1102	13
OARM - OGD		GS-0303	8
OARM - OGD		GS-1109	12

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Wait List	Yes
(1) Optional Voluntary Retirement with VSIP	Wait List	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	New	
Count:		14

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
Count:		3

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(3) Resignation - VSIP Only	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	

OARM - OGD	Ex. 6 - Personal Privacy	GS-0343	14
OARM - OGD		GS-1109	14
OARM - OGD		GS-1109	13
OARM - OHR		GS-0343	15
OARM - OHR		GS-0343	14
OARM - OHR		GS-0326	4
OARM - RTP		GS-0343	14
OARM - RTP		GS-0801	14

Office	Name	Series	Grade
OCFO	Ex. 6 - Personal Privacy	GS-0501	11
OCFO		GS-0501	11
OCFO		GS-0501	11
OCFO - OC		GS-0510	12
OCFO - OC		GS-0343	15
OCFO - OC		GS-0318	8
OCFO - OC		GS-0510	12
OCFO - OC		GS-0510	14
OCFO - OC		GS-0501	7
OCFO - OC		GS-0510	13
OCFO - OC		GS-0501	12
OCFO - OC		GS-0343	12
OCFO - OC		GS-0510	13
OCFO - OC		GS-0343	14
OCFO - OC		GS-0510	13
OCFO - OFM		GS-0501	11

Office	Name	Series	Grade
OCSP	Ex. 6 - Personal Privacy	GS-0301	13
OCSP - OPP		GS-1320	13
OCSP - OPP		GS-1320	15
OCSP - OPP		GS-0343	15
OCSP - OPP		GS-0401	15
OCSP - OPP		GS-0028	15
OCSP - OPP		GS-0028	15
OCSP - OPP		GS-0401	15
OCSP - OPP		GS-1001	15
OCSP - OPPT		GS-0301	13
OCSP - OPPT		GS-0028	15
OCSP - OPPT		GS-0028	15
OCSP - OPPT		GS-0303	10
OCSP - OPPT		GS-0028	15

(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
Count:		
29		

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(3) Resignation - VSIP Only	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
Count:		
16		

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	Not Eligible	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
Count:		

Office	Name	Series	Grade
OECA	Ex. 6 - Personal Privacy	GS-0343	14
OECA		GS-2210	14
OECA		GS-0318	12
OECA		GS-0343	13
OECA		GS-0318	9
OECA - OC		GS-0028	15
OECA - OC		GS-0905	14
OECA - OC		GS-0028	15
OECA - OC		GS-2210	15
OECA - OC		GS-0028	14
OECA - OC		GS-2210	13
OECA - OC		GS-0028	14
OECA - OC		GS-0819	15
OECA - OCE		GS-0028	15
OECA - OCE		GS-0905	15
OECA - OCE		GS-0028	15
OECA - OCE		GS-0343	14
OECA - OCE		GS-0301	11
OECA - OCE		GS-0343	14
OECA - OCE		GS-0905	15
OECA - OCE		GS-1301	14
OECA - OCE		GS-0028	15
OECA - OCEFT		GS-2210	13
OECA - OCEFT		GS-1320	13
OECA - OCEFT		GS-0819	15
OECA - OCEFT		GS-2210	13
OECA - OCEFT		GS-0301	12
OECA - OCEFT		GS-2210	14
OECA - OCEFT		GS-1801	13
OECA - OCEFT		GS-0340	14
OECA - OCEFT		GS-1320	13
OECA - OCEFT		GS-1601	13
OECA - OCEFT		GS-0343	15
OECA - OCEFT		GS-2210	13
OECA - OCEFT		GS-1320	13
OECA - OEJ		GS-0343	15
OECA - OFA		GS-0028	15
OECA - OFA		GS-0028	14
OECA - OFA		GS-0343	15
OECA - OFA		GS-0343	13
OECA - OSRE		GS-0905	15
OECA - OSRE		GS-0028	14
OECA - OSRE		GS-0343	13
OECA - OSRE		GS-0905	15

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(3) Resignation - VSIP Only	HR Review	
(3) Resignation - VSIP Only	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	

Office	Name	Series	Grade
OEI	Ex. 6 - Personal Privacy	GS-0343	13
OEI		GS-0343	13
OEI - OCAPPM		GS-0343	14
OEI - ODSTA		GS-2210	14
OEI - ODSTA		GS-0343	15
OEI - ODSTA		GS-0343	14
OEI - ODSTA		GS-2210	15
OEI - OEIP		GS-0306	13
OEI - OEIP		GS-1529	14
OEI - OIM		GS-2210	13
OEI - OIM		GS-0343	13
OEI - OISP		GS-2210	13
OEI - OISP		GS-2210	13
OEI - OITO		GS-0343	14
OEI - OITO		GS-0343	15
OEI - OITO		GS-0343	15
OEI - OITO		GS-0343	14

Office	Name	Series	Grade
OGC	Ex. 6 - Personal Privacy	GS-0905	SL

Office	Name	Series	Grade
OITA - AIEO	Ex. 6 - Personal Privacy	GS-0028	13
OITA - OGAP		GS-0301	15
OITA - ORBA		GS-0301	14

Office	Name	Series	Grade
OLEM	Ex. 6 - Personal Privacy	GS-0343	14
OLEM - OBLR		GS-0343	13
OLEM - OBLR		GS-0343	15
OLEM - OEM		GS-0028	15
OLEM - OEM		GS-0343	14
OLEM - OEM		GS-0601	13
OLEM - ORCR		GS-0028	15
OLEM - ORCR		GS-1301	14
OLEM - ORCR		GS-0343	13
OLEM - OSRTI		GS-0028	15

Count:

44

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes

Count:

17

Separation Type	Status	\$25k
(2) Early Retirement - (VERA with VSIP)	New	

Count:

1

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	New	
(4) Optional or Early Retirement with NO VSIP	New	
(2) Early Retirement - (VERA with VSIP)	New	

Count:

3

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	New	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	

OLEM - OSRTI	Ex. 6 - Personal Privacy	GS-1301	15
OLEM - OSRTI		GS-0343	13
OLEM - OSRTI		GS-0343	15
OLEM - OUST		GS-0343	15

Office	Name	Series	Grade
ORD	Ex. 6 - Personal Privacy	GS-0401	14
ORD		GS-0343	15
ORD		GS-0401	15
ORD		GS-0343	15
ORD - NCEA		GS-0602	14
ORD - NCEA		GS-1529	14
ORD - NCEA		GS-1301	14
ORD - NCEA		GS-0819	15
ORD - NCEA		GS-1529	14
ORD - NCEA		GS-1301	14
ORD - NCER		GS-1301	15
ORD - NCER		GS-0401	15
ORD - NCER		GS-1301	15
ORD - NERL		GS-0408	ST
ORD - NERL		GS-1301	13
ORD - NERL		GS-0403	15
ORD - NERL		GS-1550	13
ORD - NERL		GS-0401	14
ORD - NERL		GS-0028	12
ORD - NERL		GS-1301	15
ORD - NERL		GS-1301	15
ORD - NERL		GS-1530	15
ORD - NERL		GS-0343	15
ORD - NHEERL		GS-0401	15
ORD - NHSRC		GS-1301	15
ORD - NHSRC		GS-0301	15
ORD - NRMRL		GS-1301	14
ORD - NRMRL		GS-0401	15
ORD - NRMRL		GS-0819	15
ORD - NRMRL		GS-0408	14
ORD - NRMRL		GS-0819	14

Office	Name	Series	Grade
OW	Ex. 6 - Personal Privacy	GS-0301	SL
OW		GS-0301	13
OW		GS-0343	14
OW		GS-0301	15

(1) Optional Voluntary Retirement with VSIP	HR Review
(1) Optional Voluntary Retirement with VSIP	HR Review
(4) Optional or Early Retirement with NO VSIP	HR Review
(2) Early Retirement - (VERA with VSIP)	HR Review
	Count:
	14

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Not Eligible	
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	New	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
	Count:	
	31	

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	New	

OW - OGWDW	Ex. 6 - Personal Privacy	GS-0401	14
OW - OGWDW		GS-0343	15
OW - OGWDW		GS-1350	15
OW - OGWDW		GS-0601	14
OW - OGWDW		GS-0028	13
OW - OST		GS-0403	13
OW - OST		GS-0028	14
OW - OST		GS-0403	13
OW - OST		GS-0415	14
OW - OWM		GS-0343	15
OW - OWM		GS-0028	14
OW - OWM		GS-0343	13
OW - OWM		GS-0028	15
OW - OWOW		GS-1320	14
OW - OWOW		GS-0343	14
OW - OWOW		GS-0343	13
OW - OWOW		GS-0028	15
OW - OWOW		GS-0028	14
OW - OWOW		GS-0344	9
OW - OWOW		GS-0029	14
OW - OWOW		GS-1301	13

Office	Name	Series	Grade
Region 1	Ex. 6 - Personal Privacy	GS-0028	14
Region 1		GS-1301	15
Region 1		GS-0304	7
Region 1 - OARM		GS-2210	14
Region 1 - OARM		GS-0501	12
Region 1 - OARM		GS-0303	4
Region 1 - OARM		GS-2210	13
Region 1 - OEME		GS-1320	13
Region 1 - OEME		GS-1301	13
Region 1 - OEP		GS-0301	13
Region 1 - OEP		GS-0028	14
Region 1 - OEP		GS-0029	8
Region 1 - OEP		GS-1301	13
Region 1 - OES		GS-0819	13
Region 1 - OES		GS-0819	13
Region 1 - OES		GS-0028	13
Region 1 - OES		GS-0028	13
Region 1 - OES		GS-0028	12
Region 1 - OES		GS-0028	14
Region 1 - OES		GS-0028	13
Region 1 - OES		GS-0028	13
Region 1 - OSRR		GS-0303	7

(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(2) Early Retirement - (VERA with VSIP)	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(2) Early Retirement - (VERA with VSIP)	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(2) Early Retirement - (VERA with VSIP)	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(1) Optional Voluntary Retirement with VSIP	New
(2) Early Retirement - (VERA with VSIP)	New
(2) Early Retirement - (VERA with VSIP)	New
(2) Early Retirement - (VERA with VSIP)	New
(3) Resignation - VSIP Only	New
Count:	
25	

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Wait List	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Wait List	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes

Region 1 - OSRR	Ex. 6 - Personal Privacy	GS-0819	13
Region 1 - OSRR		GS-0819	13
Region 1 - OSRR		GS-0028	13
Region 1 - OSRR		GS-1301	13

Office	Name	Series	Grade
Region 10 - OCE	Ex. 6 - Personal Privacy	GS-0028	13
Region 10 - OCE		GS-0028	12
Region 10 - OEC		GS-1301	15
Region 10		GS-0503	9

Office	Name	Series	Grade
Region 2	Ex. 6 - Personal Privacy	GS-1301	13
Region 2		GS-0301	13
Region 2 - DECA		GS-1301	13
Region 2 - DECA		GS-1350	13
Region 2 - DESA		GS-0401	13
Region 2 - ORC		GS-0905	15
Region 2 - ORC		GS-0905	15

Office	Name	Series	Grade
Region 3	Ex. 6 - Personal Privacy	GS-0301	14
Region 3		GS-0301	15
Region 3		GS-0505	15
Region 3		GS-1109	12
Region 3		GS-1109	12
Region 3		GS-2210	13
Region 3		GS-0510	13
Region 3		GS-0342	11
Region 3		GS-0028	14
Region 3 - APD		GS-0028	13
Region 3 - APD		GS-0028	13
Region 3 - EAID		GS-0340	15
Region 3 - EAID		GS-1320	13
Region 3 - EAID		GS-1301	14
Region 3 - EAID		GS-1320	14
Region 3 - EAID		GS-1301	12
Region 3 - EAID		GS-1320	13
Region 3 - EAID		GS-1301	13
Region 3 - EAID		GS-0408	14
Region 3 - EAID		GS-0028	13

(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
Count:		
26		

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	New	
(1) Optional Voluntary Retirement with VSIP	New	
Count:		
4		

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
Count:		
7		

Separation Type	Status	\$25k
(3) Resignation - VSIP Only	Not Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Wait List	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	Wait List	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes

Region 3 - EAID	Ex. 6 - Personal Privacy	GS-0401	13
Region 3 - EAID		GS-0318	10
Region 3 - HSCD		GS-1301	14
Region 3 - HSCD		GS-1301	13
Region 3 - HSCD		GS-0819	13
Region 3 - HSCD		GS-0028	13
Region 3 - HSCD		GS-1035	12
Region 3 - HSCD		GS-0028	13
Region 3 - HSCD		GS-0318	7
Region 3 - HSCD		GS-0819	13
Region 3 - LCD		GS-0028	13
Region 3 - LCD		GS-0415	13
Region 3 - LCD		GS-0401	13
Region 3 - OCBP		GS-0318	7
Region 3 - ORC		GS-0905	15
Region 3 - ORC		GS-0905	14
Region 3 - ORC		GS-0028	11
Region 3 - ORC		GS-0905	15
Region 3 - WPD		GS-0819	14
Region 3 - WPD		GS-0028	13
Region 3 - WPD		GS-0819	13
Region 3 - WPD		GS-0301	13
Region 3 - WPD		GS-1301	13
Region 3 - WPD		GS-0028	11
Region 3 - WPD		GS-1301	13
Region 3 - WPD		GS-0819	13
Region 3 - WPD		GS-1301	14

Office	Name	Series	Grade
Region 4	Ex. 6 - Personal Privacy	GS-0343	13
Region 4		GS-1301	14
Region 4 - APTMD		GS-0819	13
Region 4 - APTMD		GS-0819	13
Region 4 - APTMD		GS-0819	13
Region 4 - APTMD		GS-1301	13
Region 4 - APTMD		GS-0819	13
Region 4 - OEC		GS-1301	14
Region 4 - ORC		GS-0303	8
Region 4 - ORC		GS-0028	11
Region 4 - RCRD		GS-0819	14
Region 4 - SESD		GS-1301	13
Region 4 - SESD		GS-0301	13
Region 4 - SFD		GS-0819	13
Region 4 - SFD		GS-0401	13
Region 4 - SFD		GS-0819	14

(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(3) Resignation - VSIP Only	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(3) Resignation - VSIP Only	HR Review	No
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	Eligible	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
Count:		
47		

Separation Type	Status	\$25k
(2) Early Retirement - (VERA with VSIP)	Not Eligible	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	Not Eligible	
(1) Optional Voluntary Retirement with VSIP	Not Eligible	
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	Not Eligible	

Region 4 - SFD	Ex. 6 - Personal Privacy	GS-0028	12
Region 4 - WPD		GS-0303	8
Region 4 - WPD		GS-0343	12
Region 4 - WPD		GS-0819	14
Region 4 - WPD		GS-1301	13
Region 4 - WPD		GS-0303	8
Region 4 - WPD		GS-0303	7
Region 4 - WPD		GS-0028	12

Office	Name	Series	Grade
Region 5	Ex. 6 - Personal Privacy	GS-0343	12
Region 5		GS-0510	13
Region 5		GS-1702	11
Region 5		GS-0303	9
Region 5		GS-0560	12
Region 5 - ARD		GS-0303	7
Region 5 - ARD		GS-0301	14
Region 5 - LCD		GS-0028	13
Region 5 - LCD		GS-0028	13
Region 5 - LCD		GS-0028	13
Region 5 - LCD		GS-1530	13
Region 5 - OGLNP		GS-0028	13
Region 5 - OGLNP		GS-0028	13
Region 5 - ORC		GS-0303	8
Region 5 - ORC		GS-0905	14
Region 5 - ORC		GS-0950	12
Region 5 - ORC		GS-0950	12
Region 5 - ORC		GS-0303	8
Region 5 - ORC		GS-0905	14
Region 5 - SD		GS-1810	13
Region 5 - SD		GS-0028	13
Region 5 - SD		GS-0028	12
Region 5 - WD		GS-0028	13
Region 5 - WD		GS-0343	12
Region 5 - WD		GS-0028	13
Region 5 - WD		GS-0028	12
Region 5 - WD		GS-0401	12
Region 5 - WD		GS-0028	12

Office	Name	Series	Grade
Region 6	Ex. 6 - Personal Privacy	GS-0318	8
Region 6		GS-0028	14
Region 6		GS-0343	13

(2) Early Retirement - (VERA with VSIP)	Withdrew	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	New	
	Count:	
	24	

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
Count:		
28		

Separation Type	Status	\$25k
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	

Region 6	Ex. 6 - Personal Privacy	GS-0341	12
Region 6		GS-0028	12
Region 6		GS-1301	13
Region 6		GS-1320	13
Region 6		GS-1035	12
Region 6		GS-0028	13
Region 6		GS-0306	9
Region 6 - CAED		GS-1301	13
Region 6 - CAED		GS-0028	13
Region 6 - CAED		GS-0318	8
Region 6 - CAED		GS-0819	12
Region 6 - MMD		GS-0819	14
Region 6 - MMD		GS-1301	12
Region 6 - MMD		GS-0343	12
Region 6 - MMD		GS-1320	13
Region 6 - MMD		GS-0819	13
Region 6 - MMD		GS-0819	13
Region 6 - MMD		GS-1320	13
Region 6 - MMD		GS-1301	12
Region 6 - OEJTA		GS-0343	12
Region 6 - ORC		GS-0905	14
Region 6 - ORC		GS-0986	8
Region 6 - SD		GS-0028	14
Region 6 - SD		GS-0028	13
Region 6 - SD		GS-0343	13
Region 6 - SD		GS-0028	13
Region 6 - SD		GS-1301	13
Region 6 - SD		GS-0301	13
Region 6 - WD		GS-0401	13
Region 6 - WD		GS-0028	13
Region 6 - WD		GS-0819	13
Region 6 - WD		GS-0028	13
Region 6 - WD		GS-1301	15
Region 6 - WD		GS-1301	14

Office	Name	Series	Grade
Region 7	Ex. 6 - Personal Privacy	GS-0819	13
Region 7		GS-1035	15
Region 7		GS-0819	13
Region 7		GS-0343	13
Region 7		GS-0028	12
Region 7		GS-0028	14
Region 7		GS-0819	14
Region 7 - AWMD		GS-0028	12
Region 7 - AWMD		GS-0819	13

(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(3) Resignation - VSIP Only	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(3) Resignation - VSIP Only	HR Review	No
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(3) Resignation - VSIP Only	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
Count:		
37		

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	

Region 7 - AWMD	Ex. 6 - Personal Privacy	GS-1301	14
Region 7 - AWMD		GS-1301	13
Region 7 - AWMD		GS-0819	13
Region 7 - ECO		GS-0028	12
Region 7 - ENSTD		GS-0819	13
Region 7 - ENSTD		GS-1301	13
Region 7 - ENSTD		GS-0401	13
Region 7 - ORC		GS-0905	14
Region 7 - ORC		GS-0905	14
Region 7 - ORC		GS-0905	14
Region 7 - ORC		GS-0905	15
Region 7 - ORC		GS-0905	14
Region 7 - ORC		GS-0950	12
Region 7 - ORC		GS-0905	14
Region 7 - SD		GS-1301	13
Region 7 - SD		GS-0028	13
Region 7 - WWPD		GS-1301	13
Region 7 - WWPD		GS-1301	15
Region 7 - WWPD		GS-0408	13
Region 7 - WWPD		GS-0819	13
Region 7 - WWPD		GS-0343	13
Region 7 - WWPD		GS-0028	15
Region 7 - WWPD		GS-0401	14
Region 7 - WWPD		GS-1301	14

Office	Name	Series	Grade
Region 8	Ex. 6 - Personal Privacy	GS-0341	12
Region 8		GS-0301	15
Region 8 - OECEJ		GS-0028	15
Region 8 - OPRA		GS-0301	14

Office	Name	Series	Grade
Region 9	Ex. 6 - Personal Privacy	GS-1301	13
Region 9 - ED		GS-0028	12
Region 9 - ED		GS-1301	13
Region 9 - ED		GS-0028	13
Region 9 - ED		GS-0028	12
Region 9 - ED		GS-0819	13
Region 9 - ORC		GS-0905	15
Region 9 - ORC		GS-1410	14
Region 9 - ORC		GS-0905	15
Region 9 - SD		GS-0819	13
Region 9 - SD		GS-0819	13

(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	Yes
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	Yes
(2) Early Retirement - (VERA with VSIP)	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
(1) Optional Voluntary Retirement with VSIP	HR Review	
Count:		33

Separation Type	Status	\$25k
(1) Optional Voluntary Retirement with VSIP	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(2) Early Retirement - (VERA with VSIP)	HR Review	
(3) Resignation - VSIP Only	HR Review	
Count:		4

Separation Type	Status	\$25k
(2) Early Retirement - (VERA with VSIP)	New	
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	New	
(2) Early Retirement - (VERA with VSIP)	New	
(1) Optional Voluntary Retirement with VSIP	New	
(4) Optional or Early Retirement with NO VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(1) Optional Voluntary Retirement with VSIP	New	
(2) Early Retirement - (VERA with VSIP)	New	
(2) Early Retirement - (VERA with VSIP)	New	

Region 9 - SD	Ex. 6 - Personal Privacy	GS-1301	13
Region 9 - WD		GS-0029	7
Region 9 - WD		GS-0029	8

Cincinnati

Las Vegas

Admin / Support

[By Date](#)

[By Separation Type](#)

[By Series](#)

[By Status](#)

[By Organization](#)

[Questions](#)

[By Date](#)

[By Separation Type](#)

[By Series](#)

[By Status](#)

[By Organization](#)

[Questions](#)

[Change Log](#)

[Deleted Records](#)

[Users of This Site](#)

[Summary - Total Applicants](#)

[OARM](#)

[OECA](#)

[OLEM](#)

[Region 5](#)

[Region 6](#)

[Region 7](#)

[Region 8](#)

[OAR](#)

[OIG](#)

[OITA](#)

[OW](#)

[Region 9](#)

[Region 10](#)

(1) Optional Voluntary Retirement with VSIP	New
(2) Early Retirement - (VERA with VSIP)	New
(1) Optional Voluntary Retirement with VSIP	New
	Count:
	14

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Davis, Cathy[Davis.Cathy@epa.gov]; Gillikin, Caterina[Gillikin.Caterina@epa.gov]; Tillman, Nigel[tillman.nigel@epa.gov]
From: Burt, Cynthia
Sent: Fri 7/21/2017 7:43:12 PM
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hi Debbi, as Cat stated we would be glad to address any benefits questions they may have. However, we are located here in RTP. If I may recommend the VERA/VSIP and Retirement Overview webinars. The employees would be able to ask questions during these presentations. Please see email below from our HR/Director. If that doesn't work, we could consider a VTC/Adobe/Skype session during their staff meeting since it would be for a few minutes. Also, please advise them to feel free to contact myself, Caterina Gillikin and Nigel Tillman at any time.

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively. The RTP webinars will be broken up into two sections that will each be offered on Tuesday and Thursday morning and afternoon. One presentation is specifically focused on VERA/VSIP. The other session will be more general on retirement and is the standard presentation that RTP staff has presented on our customer site visits. We have split these sessions so that employees who have recently attended the retirement session can opt to attend the VERA/VSIP session and opt out of the general retirement session as they choose.

The schedule is as follows starting Tuesday, June 27th:

Tuesdays and Thursdays VERA/VSIP 9:30 am followed by Retirement Overview 11:00 am

Tuesdays and Thursdays VERA/VSIP 1:30 pm followed by Retirement Overview 3:00 pm

The Webinars will be conducted via Adobe Connect and will utilize a Reservation less Plus call-in number for audio. For all sessions the call-in number is **866-299-3188**, and the conference code is **#919-541-7516**. The links for Adobe Connect are below:

To join the **VERA/VSIP presentation** go to:

<https://epawebconferencing.acms.com/r1vco8m2aso/>

To join the **Retirement Overview presentation** go to:

<https://epawebconferencing.acms.com/r1vco8m2aso/>

Thank you. If you have any questions let me know.

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537

From: Gillikin, Caterina

Sent: Friday, July 21, 2017 3:03 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Davis, Cathy <Davis.Cathy@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>

Subject: RE: Request (invitation) for staff to please come to staff meeting

Debbi, we are certainly happy to help and would be happy to field any questions concerning VERA/VSIP.

It sounds though that the questions maybe more about policy. Cynthia Burt in acting in Cathy Davis'

Absence and I have copied her on this email.

/r Cat

Caterina A. Gillikin, HR Specialist (Benefits)

US Environmental Protection Agency

Employee Services Branch C639-02

109 T.W. Alexander Drive Rm C641G

Research Triangle Park NC 27711

Office: 919-541-0673

Fax: 919-541-0079

UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703



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From: Hart, Debbi
Sent: Thursday, July 20, 2017 4:07 PM
To: Gillikin, Caterina <Gillikin.Caterina@epa.gov>
Cc: Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Cat—

In Cathy's absence, can you please take a look at the request below? I'd like to point ORD in the right direction. Thanks in advance! Debbi

From: Hart, Debbi
Sent: Thursday, July 20, 2017 4:02 PM
To: Davis, Cathy <Davis.Cathy@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hey Cathy-

Please see below. Is what they are requesting something your group could field? I don't want to put you in the loop needlessly!

From: Johnston, Khanna
Sent: Thursday, July 20, 2017 3:45 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: RE: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

No, I believe the questions will be related to benefits as related to the Early Out Buy Out or VERA/VSIP, specifically what to consider in making a decision on whether to take the early out/buy out? What should staff consider, etc.,

Is that helpful?

Thank you.

From: Hart, Debbi

Sent: Thursday, July 20, 2017 1:01 PM

To: Johnston, Khanna <Johnston.Khanna@epa.gov>

Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>

Subject: RE: Request (invitation) for staff to please come to staff meeting

Hello Khanna-

Thanks for circling back—we are a little busy over here. Are the questions around employee benefits? Want to make sure we get you the right person. Debbi

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Johnston, Khanna

Sent: Thursday, July 20, 2017 12:47 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,

Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you?

Thank you, khanna

From: Johnston, Khanna
Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request (invitation) for staff to please come to staff meeting

Debbi,

Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min? We have 16 FTEs, and approximately 7 eligible for V/V but the fears the new bills are feeding is what is stemming questions. Our staff meetings are Tuesday's at 10am.

Thank you kindly,

khanna

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency

1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820

DRAFT
VERA/VSIP Schedule for SSC Actions
(Pending final agreement with the unions and OPM/OMB approval of requests)
May 25, 2017

Action	Estimated Completion Date
Official Notice sent to Unions	April 4, 2017 !!
Agreement reached with all unions with the exception of AFGE	May 16, 2017
Provide tentative, office-specific VERA/VSIP information to employees (template communication)	May 16, 2017
AAs/RAs send VERA/VSIP letters to employees	June 20
VERA/VSIP Application Window Open	June 20 – July 5
Optional AA/RA-level Meetings with employees	Agreement with unions – June 19
Deadline for employee VERA/VSIP applications	July 10, 2017
SSCs send eligibility lists to RHRO/PMOs	Estimated NLT July 24
Responses due back to SSC from RHRO/PMOs	July 27
Employee Selected/Non-selected Letters Sent	No later than July 31
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees	August 30/31
Last date for employees who applied for and were selected to be offered a VERA/VSIP, to decline their VERA/VSIP	August 31
Last Effective Date for Employee Separations	September 1

Loretta alternate

Action	Estimated Completion Date
Notify employees of agency's plan to offer V/V/Notify union	6/2/17
Agreement reached with unions	6/19/17
Provide draft request to OPM/OMB	6/20/17
Provide tentative, office-specific VERA/VSIP information to employees (template communication)/ Optional AA/RA-level Meetings with employees	6/23/17
OPM approval	7/5/17
AAs/RAs send VERA/VSIP letters to employees	7/7/17
VERA/VSIP Application Window Open	7/12/17-7/26/17
SSCs send eligibility lists to RHRO/PMOs	7/30/17
Responses due back to SSC from RHRO/PMOs	7/28/17
Employee Selected/Non-selected Letters Sent	8/2/17
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other	

employees/Last date for organizations to request a late separation date for an employee (must be approved by OARM)	8/18/17
Last date for employees who applied for and were selected to be offered a V/V, to decline their VERA/VSIP	8/31/17
Last effective date for most employee separations	9/1/17
Last date for late separation employees to decline their V/V	10/26/17
Last date for late separations approved by OARM	10/27/17
Authority Ends	10/31/17

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/25/2017 9:37:01 PM
To: Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Office of Water's VERA/VSIP Submission
Attachments: Office of Water VERA and VSIP Justification with Budget Final 05-24-17.docx; OW V-V Attachment 1 Final 05-24-17.docx; OW Org Charts for V-V request 05-24-17 Attachment 2 Final.pptx; OW Targeted Positions Template Attachment 3 Final 05-24-17.xlsx; OW V-V Attachment 4 Final 05-24-17.docx

That's 18

From: Torrez, Alfredo
Sent: Thursday, May 25, 2017 4:00 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shapiro, Mike <Shapiro.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>
Subject: Office of Water's VERA/VSIP Submission

Debbi,

Attached the Office of Water's VERA/VSIP package. Included in our submission is:

- Two-page narrative justification with budget information
- Attachment 1 – Targeted Positions and Maximum Number of VSIPs
- Attachment 2 – Org Chart Post VERA/VSIP
- Attachment 3 – Targeted Positions Template
- Attachment 4 – Projected Costs and Savings

Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

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DRAFT
VERA/VSIP Schedule for SSC Actions
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May 25, 2017

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VERA/VSIP Application Window Open	June 20 – July 5
Optional AA/RA-level Meetings with employees	Agreement with unions – June 19
Deadline for employee VERA/VSIP applications	July 10, 2017
SSCs send eligibility lists to RHRO/PMOs	Estimated NLT July 24
Responses due back to SSC from RHRO/PMOs	July 27
Employee Selected/Non-selected Letters Sent	No later than July 31
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees	August 30/31
Last date for employees who applied for and were selected to be offered a VERA/VSIP, to decline their VERA/VSIP	August 31
Last Effective Date for Employee Separations	September 1

MEMORANDUM

SUBJECT: Plans for Early Outs and Buyouts (VERA/VSIP) in OARM

FROM: Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

TO: All OARM Employees

As the Administrator indicated in her recent message to employees regarding the agency's efforts to begin planning to use voluntary retirement and separation (VERA/VSIP) as a tool to address workforce issues, I wanted to let you know how OARM plans to use these restructuring options. Just as the Administrator clarified that there will be no agencywide early out/buy out effort, there will also not be any early out /buy outs offered OARM-wide.

Currently, the Office of Administration has sent a request to offer VERA/VSIPs to the Office of Personnel Management for approval. The OA request does cover various organizational units and staffing classifications, but will not be offered to all OA employees. While the agency is optimistic about receiving OPM and OMB support and approval for the OA proposal, we do not anticipate their final decisions until the end of January. In addition, the Office of Human Resources is in the process of reorganizing. The OHR reorganization does not contain a provision to offer early out and buy outs.

I want to assure you that a decision to offer VERA/VSIPs is not an easy one and is only being considered where it makes sense and will support and compliment our work. With hiring and budget restrictions and normal attrition, I know you are being asked to work harder and smarter. In the coming months we will continue to look for ways to realign staff and operations to help streamline our work processes and refocus our priorities.

If you will be impacted by the OA VERA/VSIP you will be hearing more about it in the coming weeks. For those of you not impacted by this, I will continue to keep you updated about OARM's efforts to address budget and management issues over the next few months.

I cannot tell you how much I value and appreciate the creativity, collaborative spirit and commitment that you bring to your jobs each and every day. OARM employees have demonstrated time and time again that there is no circumstance, challenge or problem that you cannot resolve. While there are many things that remain uncertain, my deep respect for you will not change.

VERA/VSIP Responsibilities and Schedule

As of 2/6/14

Status of VERA/VSIP Packages

- EPA submitted 19 VERA/VSIP packages for Office of Personnel Management and Office of Management and Budget approval.
- All packages were approved.
- The Deputy Administrator will notify all employees of the status of VERA/VSIP requests and approvals.

Union Outreach and Negotiations

- Discussions have occurred with the unions.
- It is anticipated that a national MOU will be signed with all of the unions that will outline the criteria for breaking a tie in the event that two employees are vying for the same VERA/VSIP slot with similar eligibility.
- The MOU will also provide that local union negotiations may occur to specifically address retirement counseling and information sessions.
- The tie breaking criteria would be based first on Service Computation dates, then, length of service at EPA, and lastly, the last number of the employee's identification number (with the higher number being the tiebreaker and receiving the remaining slot).

SSC Activities

- Send revised VERA/VSIP letter to AAs and RAs.
- Receive electronic VERA/VSIP applications from employees.
- Electronically send acknowledgement notice to employees and RHROs/PMOs list of eligible employees.
- Notify employees through e-mail whether or not they have been selected or not selected to receive a VERA/VSIP.
- Process SF52s (prepared by the PMOs/RHROs) for each employee receiving/accepting a VERA/VSIP.
- Make additional offers to employees based upon the number of employees who decline their VERA/VSIP offer by April 2.

AA/RA Office Activities - Senior Leadership

- Send out VERA/VSIP letters to all employees in your organization.
- Hold Town Hall meetings as needed and desired, following DA sending out his mass mailer to employees.
- Make provision to have appropriate staff meet with and negotiate with local unions (if requested) to talk about retirement counseling and information session needs.
- Evaluate, on an ongoing basis, the list of employees who are applying for a VERA/VSIP from your organization. Have discussions in both formal and informal settings with other program offices and your management team to determine the impact of the individuals leaving on critical mission and work-load issues.

AA/RA Office Activities - RHROs/PMOs

- Make requested changes to your Organizational Roster to include Employee ID information and noting all the positions that are included in your VERA/VSIP package. Send to OCFO/OARM by February 7.
- As you receive notifications of employee applications for VERA/VSIP make these notations to this roster. Keep it updated with information related to applications approved and accepted.
- Prepare SF52s for all employees approved for a VERA/VSIP in your organization and forward signed copies to the HRSSC as offers are accepted.
- Include the FAN code for the VSIP.

Proposed Timeline for Activities

Action	Estimated Completion Date
Agreement with Unions (in Principal)	By February 6
HR SSCs send revised letter to RAs/AAs, PMOs/RHROs reflecting union MOU agreement	By February 6 or 7
Official Notice sent to Unions	By February 7
DA send Mass Mailer to all employees about VERA/VSIP status and that they will be receiving a letter from their AA/RA with more details	By February 6 or 7
AAs/RAs send VERA/VSIP letters to all of their employees	By February 7 or 10
VERA/VSIP Application Window Open	February 7 or 10
Town Hall Meetings with employees	February 6 – February 10
Initial deadline for employee applications for VERA/VSIP	March 5
Extended employee application period for offices who still have VERA/VSIP openings (only initial set of eligible employees in their targeted group can apply)	March 6 – March 12
Regional and Program Offices provide application status to VERA/VSIP eligible employees	March 12-15
SSCs send eligibility lists to RHRO/PMOs	Estimated completion date NLT March 21
Responses due back to SSC from RHRO/PMOs	Within two days of receipt of Eligibility List
Employee Selected/Non-selected Letters Sent	No later than March 25
Last date for employees who applied for and were selected to be offered a VERA/VSIP, to decline their VERA/VSIP	April 2
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees	April 3-4
Last Effective Date for Employee Separations	April 4

Press Questions

To date, these are the questions we have received from the press on our VERA/VSIP process and the answers we have provided.

Why is EPA doing this buyout process? What triggered it?

Over the last year, due to resource constraints, EPA has been operating under a series of temporary, agency-wide hiring policies to carefully manage our workforce and payroll. Because of the unpredictable nature of attrition, the agency has been challenged in its ability to acquire new talent, build diversity, and develop new skills while still carrying out the mission of protecting human health and the environment. Balancing these resource realities with the needs of EPA's mission led the agency to begin planning for the use of voluntary retirement and separation authorities (VERA/VSIP) where it makes sense and where it is aligned with new approaches to our work.

How many EPA regions have submitted buyout proposal packages?

All 10 of our regional offices submitted packages.

Does EPA expect the buyouts will be over- or under-subscribed and why?

We have no way of knowing this and must wait to see who applies for a VERA/VSIP. Historically, EPA has received authority to offer more VERA/VSIPs than employees have taken.

Does EPA have any plans to seek buyouts for staff below the GS13 level in these or future buyouts?

Regional and program offices developed their own business cases for VERA/VSIPs. They targeted positions and grades that made the most sense for their organization. VERA/VSIPs address multiple GS levels and skill sets.

EPA is saving millions with these buyouts, what will that saved money be used on?

Like many federal agencies, EPA needs to find ways to realign its workforce in order to ensure that it is better positioned to hire employees who have new and different skill sets required to accomplish the agency mission.

How does EPA respond to concerns from staff I've interviewed that say if you buyout staff and force them to 'do more with less' you're going to see a worse-performing agency with fewer field inspections, lesser enforcement, less oversight of states with delegated authority, etc. because some work simply won't get done as more of the workload is given to a smaller number of employees.

The purpose of the VERA/VSIPs is not to deplete agency staff, but rather to ensure that the agency can hire the staff, with new and different skills, to address agency priorities and mission-critical work.

TALKING POINTS – TOWN HALL MEETINGS ON VERA/VSIP

- I want to thank you for coming today so I can give you an update on the agency's approach and status to early outs and buyouts (VERA/VSIPs).
- As the Deputy Administrator shared with you in December, the agency made a decision to seek authorization from the Office of Personnel Management and the Office of Management and Budget to be granted Voluntary Early Retirement Authority and offer Voluntary Separation Incentive Payments to employees.
- We need to continue to be a high performing organization for years to come and support our employees as you help protect human health and the environment.
- But, because of the unpredictable nature of attrition, the agency has been challenged in its ability to acquire new talent, build diversity, and develop new skills. This has impacted our ability to fully address some of the agency's priorities and mission-critical work in the manner that we feel is necessary.
- The approach the agency decided to take with respect to seeking VERA/VSIP authority was to examine and look for opportunities to be more innovative, improve our organizational practices, and find ways to work smarter.
- We knew that we needed to look for new ways of doing business so we can work more effectively across program areas on cross-cutting issues, sustainability and community-based efforts.
- The Deputy Administrator asked program and regional offices to review our resources, our mission and the Administrator's themes and look for VERA/VSIP opportunities where it made sense and would be aligned with the new approaches we wanted to take.
- All ten regions and nine program offices (OAR, OGC & OITA did not submit packages) submitted VERA/VSIP packages to the Office of Personnel Management and the Office of Management and Budget for approval.
- On February 5, all 19 packages were approved by OPM and OMB.
- Following a message to all EPA employees from the Deputy Administrator, each program and regional office that has been granted VERA/VSIP authority will be sending letters to their employees. (To be sent on 2/7 or 2/10 depending on union discussions.)
- The letters will outline the VERA/VSIP application process and include a list of all positions and grades for which authorization has been granted. While the letter will be

sent to all employees, only those on the list of eligible positions should apply, and will be considered, for a VERA/VSIP.

- Eligible employees must apply for a VERA/VSIP on line. The application will be sent to the appropriate HR Shared Service Centers and the employee will receive an e-mail confirming his or her application.
- The HR SSC will evaluate the eligibility of each applicant and notify the regional or program office as each application is received.
- The initial deadline for employee applications is March 5. If there is an under subscription for a certain classification/grade, that is, if fewer people apply for the VERA/VSIP than we can accommodate, the deadline for applying for VERA/VSIPs for just those undersubscribed positions, will be extended until March 12 on a first come, first served basis.
- We will make every effort sometime between March 12 and March 15, for each employee who applied before the March 5 deadline, to receive confirmation from their regional or program office on the overall status of applications.
- This status would indicate the following type of information. For example, if ten, GS-13 Program Analyst positions can be granted a VERA/VSIP, the status would indicate the number of slots that are currently being filled by eligible employees. For example, it may show that VERA/VSIP opportunities are still available or there are more eligible applicants than opportunities.
- If there is an over-subscription for a specific grade and position in that office, employees will be placed on a wait list.
- There is a process for ranking employees, with the first criteria being service computation date for leave, the next service at EPA, and the final tiebreaker, if needed, the order in which the application was received (first come/first served).
- No later than March 25, employees who applied for a VERA/VSIP will receive a letter from the HRSSC notifying them whether they have been selected or not selected to receive a VERA/VSIP.
- Employees, who applied for and were selected to be offered a VERA/VSIP, have until April 2 to decline their VERA/VSIP.
- From April 3 – 4, the HRSSCs will evaluate the wait lists and send any new offers out to waitlisted employees depending on the number of offers that were declined by other employees.
- All employees who are taking a VERA/VSIP must be separated from the agency by April 4. There are no exceptions or extensions to this date.

- If you will be considering applying for, or choose to apply for a VERA/VSIP, there are numerous opportunities for you to attend or participate in retirement classes and webinars. Individual retirement counseling will be offered through the HR SSCs and we may work with our local unions to see what other information sessions or assistance you may require that we can offer.
- If you have any questions about the VERA/VSIP process or retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HR SSC.
- Before I open up the floor to questions there are a few things that I want to address now.
- There have been questions on whether or not we expect the buyouts to be over- or under-subscribed, and if they are undersubscribed in a particular area, whether or not they can they be offered to individuals not in the original eligible pool of employees.
- We have no way of knowing who will apply for a VERA/VSIP. Historically, EPA has received authority to offer more VERA/VSIPs than employees have taken. However, OPM/OMB only authorized certain numbers and categories of employees who could be granted VERA/VSIPs. So even if a specific category is undersubscribed, we do not have the authority to broaden the pool of employees in order to fill all slots.
- Some people want to know if there will be any other VERA/VSIP offerings **this year** for employees not included in this initial effort.
- No other buyouts will be offered this fiscal year. For the future, it may be possible, but it is up to each region or program office to develop a business case for VERA/VSIPs to target the positions and grades that make the most sense for their organization.
- Also, OMB and OPM require all VERA/VSIP offerings to be “revenue neutral” thus the timing for the opportunity is very important and it must be done early enough in a fiscal year to ensure buyout costs are offset by salary savings.
- I don’t think it is wise to hope for other offerings, particularly if you are in one of the categories that are being offered a VERA/VSIP at this time. Any future determination would only be made following the completion of this first process.
- There have also been questions about what we will do with the money that is saved from the buyouts and the burden that will be placed on those employees who remain and must pick up the work from those that leave.
- It has never been the intent of the VERA/VSIPs to deplete agency staff. Like many federal agencies, EPA needs to find ways to realign its workforce so we are better positioned to hire employees who have new and different skill sets that are needed to address the Administrator’s priorities and mission-critical work.

- This entire VERA/VSIP process is just one component of a much larger effort to re-think and re-tool the way EPA does business, ensuring that we are high performing from all perspectives.
- The decision to apply for and offer VERA/VSIPs was not made lightly. Senior management and others throughout the agency have spent a considerable amount of time looking strategically at ways to better align the agency's workforce with agency goals not only for today, but most importantly, for the future.
- In the future, when we hire, it will be using a different approach than we have used in the past. Greater effort will be placed on identifying critical skill sets for each new hire.
- A number of organizations will be involved in expanding efforts to develop an efficient hiring process that promotes diversity and attracts a broader pool of qualified applicants; there will also be more guidance for hiring officials to ensure that they are equipped with the necessary tools and information to make more impartial and efficient hiring decisions.
- So as you can see, offering VERA/VSIPs is just one component of a much larger effort to improve the way we work and hopefully improve the workplace experience for our employees.
- The Administrator, Deputy Administrator and I appreciate and value your contributions to the agency and to the public that we serve.
- We recognize that employees have been through a difficult season here at EPA over the past year. There have been difficult choices made, budgetary restrictions, and stress placed on all of us.
- As we begin a new year, with a better budget, and now opportunities like VERA/VSIP to begin to make needed changes, we face a future that looks brighter.
- I am confident that our future will provide us with more opportunities to be professionally challenged, creative, streamlined, effective and confident in the work we are doing to protect public health and the environment.
- I am going to open up the floor for your questions, but assure you that most of the details concerning the VERA/VSIP process are contained in the letters that will be sent out.

Estimated Implementation Timeline
Voluntary Early Retirement Authority (VERA)/Voluntary Separation Incentive Payment (VSIP)
Employees Separating by the End of Calendar Year 2014

Action	Estimated Completion Date
Obtain retirement eligibility data	March 21, 2014
Notify union of agency's intent***	March 25, 2014
Draft and issue employee interest survey	April 4, 2014
Submit 1 st draft justification for VERA/VSIP to OHR for review and comments	May 1, 2014
Submit final draft justification to OHR	June 10, 2014
Obtain Deputy Administrator's preliminary approval	June 16, 2014
Submit request informally to OPM/OMB for review and initial feedback	June 16, 2014
Receive OPM/OMB's informal "approval"	July 23, 2014
Obtain agency level signatures	August 7, 2014
Submit official request to OPM/OMB for approval	August 7, 2014
Receive OPM/OMB's official approval	September 10, 2014
Notify unions of approval	September 12, 2014
Prepare and issue employee notice	September 19, 2014
First effective date for employee separations	October 5, 2014 (beginning of pay period 22)
Last effective date for employee separations	December 13, 2014 (end of pay period 26)

Estimated Implementation Timeline
Voluntary Early Retirement Authority (VERA)/Voluntary Separation Incentive Payment (VSIP)
Employees Separating Beginning 2nd Quarter Fiscal Year 2015 (Jan 2015)

Action	Estimated Completion Date
Obtain retirement eligibility data	July 1, 2014
Notify union of agency's intent***	July 3, 2014
Draft and issue employee interest survey	July 14, 2014
Submit 1 st draft justification for VERA/VSIP to OHR for review and comments	August 8, 2014
Submit final draft justification to OHR	September 18, 2014
Obtain Deputy Administrator's preliminary approval	September 24, 2014
Submit request informally to OPM/OMB for review and initial feedback	September 24, 2014
Receive OPM/OMB's informal "approval"	October 31, 2014
Obtain agency level signatures	November 17, 2014
Submit official request to OPM/OMB for approval	November 17, 2014
Receive OPM/OMB's official approval	December 19, 2014
Notify unions of approval	December 23, 2014
Prepare and issue employee notice	December 30, 2014
First effective date for employee separations	January 11, 2015 (Sunday pay period 3)

***The timing of union notification is flexible, but must be coordinated with the Office of Human Resources prior to communicating with union representatives.



All Hands Messages

EPA-Wide

Date Published: 12/12/2013

Title: Agency Approach to Early Outs and Buyouts

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This message is being sent to all EPA Employees. Please do not reply to this mass mailing.

MEMORANDUM

FROM: Bob Perciasepe

Deputy Administrator

TO: All EPA Employees

SUBJECT: Agency Approach to Early Outs and Buyouts

Dear Colleagues,

I'm writing you today because we need to make certain that as we move forward we are doing everything possible to support our high performing workforce. We must remain on the cutting edge of scientific and technological advances as we look to new ways of doing business. Now is the time to innovate, improve organizational practices, work smarter and focus on results.

Over the last year, due to resource constraints, we have been operating under a series of temporary, agency-wide hiring policies, such as hiring only one person for every two or three who left, to carefully manage our workforce and payroll. This approach has been difficult to manage because of the unpredictable nature of attrition, and it has challenged our ability to acquire new talent, build diversity in our staff, develop new skills and provide all of the necessary tools to do the job of protecting human health and the environment. We can and must make long-term changes to support you and the vital work you do for the American people.

Balancing resource realities with the needs of our mission has led us to begin planning for the use of voluntary retirement and separation authorities (VERA/VSIP) where it makes sense and where it is aligned with new approaches to our work.

Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP), also referred to as early outs and buy outs, can be used to realign our workforce to meet changing mission requirements and move toward new models of work. As AAships and Regions present strong business cases for their respective organizations, we will support and forward those recommendations to the Office of Personnel Management for approval. While there are no plans for an overall agency-wide VERA/VSIP at this time, you will soon be hearing from your Assistant Administrator or Regional Administrator about your office or region's specific plans, if any, for VERA/VSIP. We are working with the agency's labor unions, as well.

These changes are part of our effort to embrace EPA as a high-performing organization. Working across programs on cross-cutting issues, sustainability, community-based concepts and increased flexibility in the workplace are important factors in realigning our workforce. Sharing work with partners in new ways, especially

states and tribes, will further support getting our mission accomplished. Strategic workforce planning is not a one-time event; it is a continuous process that ensures an organization is high performing and effectively meeting its mission.

I thank you for your continued patience and understanding through these very challenging times for our agency. I'm proud to work alongside you.

For more information on VERA/VSIP, please visit:

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/>

<http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/>

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OEI-OTOP-EDSD-IOB



All Hands Messages EPA-Wide

Date Published: 02/07/2014

Title: Update on Agency Approach to Early Outs and Buyouts



MEMORANDUM

FROM: Bob Perciasepe
Deputy Administrator

TO: All EPA Employees

SUBJECT: Update on Agency Approach to Early Outs and Buyouts

Dear Colleagues,

I would like to update you on recent and upcoming steps in EPA's use of voluntary retirement and separation authorities (VERA/VSIP).

As I mentioned in my December 12 message, the agency decided to offer employees early outs and buyouts to manage proactively the challenges of evolving approaches to work, continuing resource constraints, and the unpredictability of attrition. To respond to these challenges by simply making further adjustments would inhibit our ability to support our workforce and effectively pursue our mission. Instead, we are committed to realign our workforce to meet changing mission requirements, to modify and refocus our business processes, and as a high priority, to increase support for employees to get their jobs done through training, recognition, technology, and similar areas. All of these are central for EPA to operate as a high-performing organization.

As a first step, headquarters and regional offices carefully prepared their individual cases to use the VERA/VSIP authority. They then presented their requests to the Office of Personnel Management and the Office of Management and Budget, which recently approved all of them.

Next week, most of you will receive specific information from your office's senior management, explaining VERA/VSIP eligibility generally as well as outlining which positions within your organization are eligible. It will also describe the process and time frame for applying, receiving approval, and separating by the April 4 deadline, and identify resources for further information on retirement counseling.

You have my deepest appreciation for your dedication to EPA's mission and your service to the American people. We will provide you with full information on this process as it moves forward. For more information on early outs and buyouts, please see <http://intranet.epa.gov/policy/buyouts/index.htm>.

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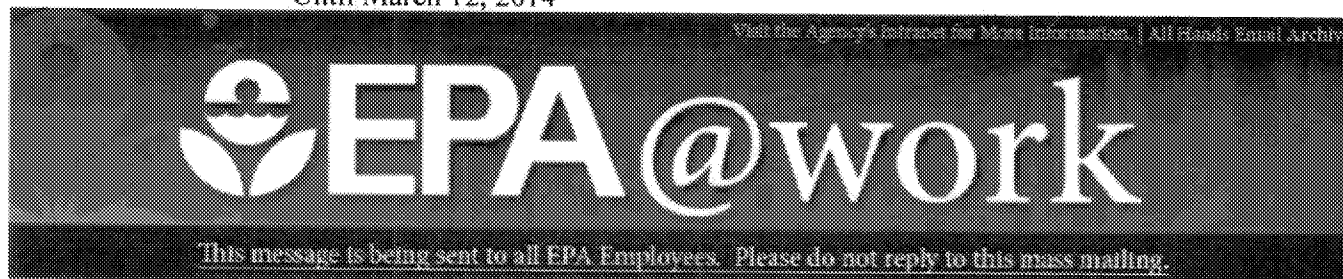


All Hands Messages

EPA-Wide

Date Published: 03/07/2014

Title: Update on Early Out Buyout Applications – Application Period Extended Until March 12, 2014



MEMORANDUM

FROM: Craig E. Hooks
Assistant Administrator

TO: All Agency Employees

SUBJECT: Update on Early Out Buyout Applications – **Application Period Extended Until March 12, 2014**

For the past several weeks, employees in various headquarters and regional offices were extended an opportunity to apply for early outs and buyouts, commonly referred to as VERA/VSIPs. The initial application period closed on March 5 and as of this date, the HR Shared Service Centers have received 605 applications. Receipt of an application does not indicate that all applicants are eligible, or that all individuals who applied for a VERA/VSIP will decide to take it and separate from the agency by the April 4, 2014 deadline.

There is still an opportunity for employees who were in targeted VERA/VSIP positions to submit an application up until **March 12, 2014**. These late applications will be processed on a first come, first served basis, and will only be considered for undersubscribed categories of targeted positions.

The current number of applicants by region and program office follows:

R1: 42 R5: 50 R9: 55 OCFO: 16 ORD: 59
R2: 23 R6: 41 R10: 29 OCSP: 9 OSWER: 7
R3: 65 R7: 59 OA: 18 OECA: 19 OW: 20
R4: 18 R8: 36 OARM: 19 OEI: 20

The HR Shared Service Centers will determine the eligibility of applicants from March 5-19 and notify all applicants of their VERA/VSIP decision no later than March 25, 2014. Employees who have applied for a VERA/VSIP may want to begin records management and other close-out activities to help ease their transition. If you have a question about records, please contact your records liaison officer (RLO). A list of RLOs is available at http://intranet.epa.gov/records/contact_us.html.

I will continue to provide you with additional information as the process moves forward. More information on

early outs and buyouts can be found at <http://intranet.epa.gov/policy/buyouts/index.htm> or by contacting your HR Shared Service Center.

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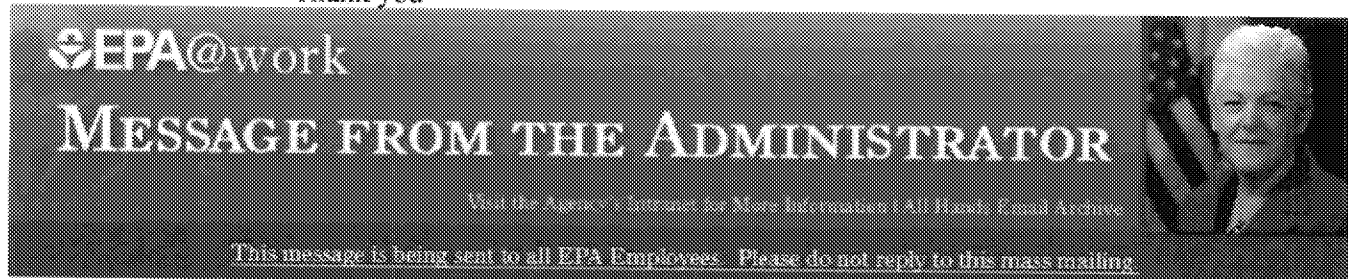


All Hands Messages

EPA-Wide

Date Published: 04/03/2014

Title: Thank you



Today, we are writing to acknowledge those exemplary public servants who have opted for voluntary retirement under VERA/VSIP. As many of you know, we explored this route where it is aligned with new approaches to our work—because we're committed to ensuring EPA is a high performing organization, and that our workforce needs come first.

To the folks retiring today: you've not only had a front row seat for some of the landmark Agency accomplishments to safeguard our health and environment—you've played an irreplaceable role making them happen. Some of you have been here since the Agency's earliest days—and have devoted years of your smarts and skills to taking on this nation's—and the world's—most challenging environmental and public health threats. Thanks to your service, generations of Americans can—literally—breathe easier, and our nation is stronger, safer, and more secure because of your selfless dedication and countless contributions.

We know we speak for many when we say this: when we think of how important these folks have been to our EPA family, and the legacy they leave behind—it invigorates our spirits and our enduring pursuit of environmental and health protections for all.

Thank you—to those who've come and gone, and to those who are making legacies of their own—for all that you do to make lives healthier, and the world better.

Gina and Bob

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OEI-OTOP-EDSD-IOB

Ex. 5 - Deliberative Process

MEMORANDUM

SUBJECT: Plans for Early Outs and Buyouts (VERA/VSIP) in OARM

FROM: Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

TO: All OARM Employees

As the Administrator indicated in her recent message to employees regarding the agency's efforts to begin planning to use voluntary retirement and separation (VERA/VSIP) as a tool to address workforce issues, I wanted to let you know how OARM plans to use these restructuring options. Just as the Administrator clarified that there will be no agencywide early out/buy out effort, there will also not be any early out /buy outs offered OARM-wide.

Currently, the Office of Administration has sent a request to offer VERA/VSIPs to the Office of Personnel Management for approval. The OA request does cover various organizational units and staffing classifications, but will not be offered to all OA employees. While the agency is optimistic about receiving OPM and OMB support and approval for the OA proposal, we do not anticipate their final decisions until the end of January. In addition, the Office of Human Resources is in the process of reorganizing. The OHR reorganization does not contain a provision to offer early out and buy outs.

I want to assure you that a decision to offer VERA/VSIPs is not an easy one and is only being considered where it makes sense and will support and compliment our work. With hiring and budget restrictions and normal attrition, I know you are being asked to work harder and smarter. In the coming months we will continue to look for ways to realign staff and operations to help streamline our work processes and refocus our priorities.

If you will be impacted by the OA VERA/VSIP you will be hearing more about it in the coming weeks. For those of you not impacted by this, I will continue to keep you updated about OARM's efforts to address budget and management issues over the next few months.

I cannot tell you how much I value and appreciate the creativity, collaborative spirit and commitment that you bring to your jobs each and every day. OARM employees have demonstrated time and time again that there is no circumstance, challenge or problem that you cannot resolve. While there are many things that remain uncertain, my deep respect for you will not change.

Ex. 5 - Deliberative Process

VERA/VSIP Responsibilities and Schedule As of 2/6/14

Status of VERA/VSIP Packages

- EPA submitted 19 VERA/VSIP packages for Office of Personnel Management and Office of Management and Budget approval.
- All packages were approved.
- The Deputy Administrator will notify all employees of the status of VERA/VSIP requests and approvals.

Union Outreach and Negotiations

- Discussions have occurred with the unions.
- It is anticipated that a national MOU will be signed with all of the unions that will outline the criteria for breaking a tie in the event that two employees are vying for the same VERA/VSIP slot with similar eligibility.
- The MOU will also provide that local union negotiations may occur to specifically address retirement counseling and information sessions.
- The tie breaking criteria would be based first on Service Computation dates, then, length of service at EPA, and lastly, the last number of the employee's identification number (with the higher number being the tiebreaker and receiving the remaining slot).

SSC Activities

- Send revised VERA/VSIP letter to AAs and RAs.
- Receive electronic VERA/VSIP applications from employees.
- Electronically send acknowledgement notice to employees and RHROs/PMOs list of eligible employees.
- Notify employees through e-mail whether or not they have been selected or not selected to receive a VERA/VSIP.
- Process SF52s (prepared by the PMOs/RHROs) for each employee receiving/accepting a VERA/VSIP.
- Make additional offers to employees based upon the number of employees who decline their VERA/VSIP offer by April 2.

AA/RA Office Activities - Senior Leadership

- Send out VERA/VSIP letters to all employees in your organization.
- Hold Town Hall meetings as needed and desired, following DA sending out his mass mailer to employees.
- Make provision to have appropriate staff meet with and negotiate with local unions (if requested) to talk about retirement counseling and information session needs.
- Evaluate, on an ongoing basis, the list of employees who are applying for a VERA/VSIP from your organization. Have discussions in both formal and informal settings with other program offices and your management team to determine the impact of the individuals leaving on critical mission and work-load issues.

AA/RA Office Activities - RHROs/PMOs

- Make requested changes to your Organizational Roster to include Employee ID information and noting all the positions that are included in your VERA/VSIP package. Send to OCFO/OARM by February 7.
- As you receive notifications of employee applications for VERA/VSIP make these notations to this roster. Keep it updated with information related to applications approved and accepted.
- Prepare SF52s for all employees approved for a VERA/VSIP in your organization and forward signed copies to the HRSSC as offers are accepted.
- Include the FAN code for the VSIP.

Proposed Timeline for Activities

Action	Estimated Completion Date
Agreement with Unions (in Principal)	By February 6
HR SSCs send revised letter to RAs/AAs, PMOs/RHROs reflecting union MOU agreement	By February 6 or 7
Official Notice sent to Unions	By February 7
DA send Mass Mailer to all employees about VERA/VSIP status and that they will be receiving a letter from their AA/RA with more details	By February 6 or 7
AAs/RAs send VERA/VSIP letters to all of their employees	By February 7 or 10
VERA/VSIP Application Window Open	February 7 or 10
Town Hall Meetings with employees	February 6 – February 10
Initial deadline for employee applications for VERA/VSIP	March 5
Extended employee application period for offices who still have VERA/VSIP openings (only initial set of eligible employees in their targeted group can apply)	March 6 – March 12
Regional and Program Offices provide application status to VERA/VSIP eligible employees	March 12-15
SSCs send eligibility lists to RHRO/PMOs	Estimated completion date NLT March 21
Responses due back to SSC from RHRO/PMOs	Within two days of receipt of Eligibility List
Employee Selected/Non-selected Letters Sent	No later than March 25
Last date for employees who applied for and were selected to be offered a VERA/VSIP, to decline their VERA/VSIP	April 2
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees	April 3-4
Last Effective Date for Employee Separations	April 4

Ex. 5 - Deliberative Process

TALKING POINTS – TOWN HALL MEETINGS ON VERA/VSIP

- I want to thank you for coming today so I can give you an update on the agency's approach and status to early outs and buyouts (VERA/VSIPs).
- As the Deputy Administrator shared with you in December, the agency made a decision to seek authorization from the Office of Personnel Management and the Office of Management and Budget to be granted Voluntary Early Retirement Authority and offer Voluntary Separation Incentive Payments to employees.
- We need to continue to be a high performing organization for years to come and support our employees as you help protect human health and the environment.
- But, because of the unpredictable nature of attrition, the agency has been challenged in its ability to acquire new talent, build diversity, and develop new skills. This has impacted our ability to fully address some of the agency's priorities and mission-critical work in the manner that we feel is necessary.
- The approach the agency decided to take with respect to seeking VERA/VSIP authority was to examine and look for opportunities to be more innovative, improve our organizational practices, and find ways to work smarter.
- We knew that we needed to look for new ways of doing business so we can work more effectively across program areas on cross-cutting issues, sustainability and community-based efforts.
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- The letters will outline the VERA/VSIP application process and include a list of all positions and grades for which authorization has been granted. While the letter will be

- If you will be considering applying for, or choose to apply for a VERA/VSIP, there are numerous opportunities for you to attend or participate in retirement classes and webinars. Individual retirement counseling will be offered through the HR SSCs and we may work with our local unions to see what other information sessions or assistance you may require that we can offer.
- If you have any questions about the VERA/VSIP process or retirement trainings that are available, I encourage you to visit the VERA/VSIP intranet site at <http://intranet.epa.gov/policy/buyouts/index.htm> or contact the HR SSC.
- Before I open up the floor to questions there are a few things that I want to address now.
- There have been questions on whether or not we expect the buyouts to be over- or under-subscribed, and if they are undersubscribed in a particular area, whether or not they can they be offered to individuals not in the original eligible pool of employees.
- We have no way of knowing who will apply for a VERA/VSIP. Historically, EPA has received authority to offer more VERA/VSIPs than employees have taken. However, OPM/OMB only authorized certain numbers and categories of employees who could be granted VERA/VSIPs. So even if a specific category is undersubscribed, we do not have the authority to broaden the pool of employees in order to fill all slots.
- Some people want to know if there will be any other VERA/VSIP offerings **this year** for employees not included in this initial effort.
- No other buyouts will be offered this fiscal year. For the future, it may be possible, but it is up to each region or program office to develop a business case for VERA/VSIPs to target the positions and grades that make the most sense for their organization.
- Also, OMB and OPM require all VERA/VSIP offerings to be “revenue neutral” thus the timing for the opportunity is very important and it must be done early enough in a fiscal year to ensure buyout costs are offset by salary savings.
- I don’t think it is wise to hope for other offerings, particularly if you are in one of the categories that are being offered a VERA/VSIP at this time. Any future determination would only be made following the completion of this first process.
- There have also been questions about what we will do with the money that is saved from the buyouts and the burden that will be placed on those employees who remain and must pick up the work from those that leave.
- It has never been the intent of the VERA/VSIPs to deplete agency staff. Like many federal agencies, EPA needs to find ways to realign its workforce so we are better positioned to hire employees who have new and different skill sets that are needed to address the Administrator’s priorities and mission-critical work.

Ex. 5 - Deliberative Process

Estimated Implementation Timeline Voluntary Early Retirement Authority (VERA)/Voluntary Separation Incentive Payment (VSIP) Employees Separating by the End of Calendar Year 2014

Action	Estimated Completion Date
Obtain retirement eligibility data	March 21, 2014
Notify union of agency's intent***	March 25, 2014
Draft and issue employee interest survey	April 4, 2014
Submit 1 st draft justification for VERA/VSIP to OHR for review and comments	May 1, 2014
Submit final draft justification to OHR	June 10, 2014
Obtain Deputy Administrator's preliminary approval	June 16, 2014
Submit request informally to OPM/OMB for review and initial feedback	June 16, 2014
Receive OPM/OMB's informal "approval"	July 23, 2014
Obtain agency level signatures	August 7, 2014
Submit official request to OPM/OMB for approval	August 7, 2014
Receive OPM/OMB's official approval	September 10, 2014
Notify unions of approval	September 12, 2014
Prepare and issue employee notice	September 19, 2014
First effective date for employee separations	October 5, 2014 (beginning of pay period 22)
Last effective date for employee separations	December 13, 2014 (end of pay period 26)

Estimated Implementation Timeline Voluntary Early Retirement Authority (VERA)/Voluntary Separation Incentive Payment (VSIP) Employees Separating Beginning 2nd Quarter Fiscal Year 2015 (Jan 2015)

Action	Estimated Completion Date
Obtain retirement eligibility data	July 1, 2014
Notify union of agency's intent***	July 3, 2014
Draft and issue employee interest survey	July 14, 2014
Submit 1 st draft justification for VERA/VSIP to OHR for review and comments	August 8, 2014
Submit final draft justification to OHR	September 18, 2014
Obtain Deputy Administrator's preliminary approval	September 24, 2014
Submit request informally to OPM/OMB for review and initial feedback	September 24, 2014
Receive OPM/OMB's informal "approval"	October 31, 2014
Obtain agency level signatures	November 17, 2014
Submit official request to OPM/OMB for approval	November 17, 2014
Receive OPM/OMB's official approval	December 19, 2014
Notify unions of approval	December 23, 2014
Prepare and issue employee notice	December 30, 2014
First effective date for employee separations	January 11, 2015 (Sunday pay period 3)

***The timing of union notification is flexible, but must be coordinated with the Office of Human Resources prior to communicating with union representatives.

Ex. 5 - Deliberative Process

Press Questions

To date, these are the questions we have received from the press on our VERA/VSIP process and the answers we have provided.

Why is EPA doing this buyout process? What triggered it?

Over the last year, due to resource constraints, EPA has been operating under a series of temporary, agency-wide hiring policies to carefully manage our workforce and payroll. Because of the unpredictable nature of attrition, the agency has been challenged in its ability to acquire new talent, build diversity, and develop new skills while still carrying out the mission of protecting human health and the environment. Balancing these resource realities with the needs of EPA's mission led the agency to begin planning for the use of voluntary retirement and separation authorities (VERA/VSIP) where it makes sense and where it is aligned with new approaches to our work.

How many EPA regions have submitted buyout proposal packages?

All 10 of our regional offices submitted packages.

Does EPA expect the buyouts will be over- or under-subscribed and why?

We have no way of knowing this and must wait to see who applies for a VERA/VSIP. Historically, EPA has received authority to offer more VERA/VSIPs than employees have taken.

Does EPA have any plans to seek buyouts for staff below the GS13 level in these or future buyouts?

Regional and program offices developed their own business cases for VERA/VSIPs. They targeted positions and grades that made the most sense for their organization. VERA/VSIPs address multiple GS levels and skill sets.

EPA is saving millions with these buyouts, what will that saved money be used on?

Like many federal agencies, EPA needs to find ways to realign its workforce in order to ensure that it is better positioned to hire employees who have new and different skill sets required to accomplish the agency mission.

How does EPA respond to concerns from staff I've interviewed that say if you buyout staff and force them to 'do more with less' you're going to see a worse-performing agency with fewer field inspections, lesser enforcement, less oversight of states with delegated authority, etc. because some work simply won't get done as more of the workload is given to a smaller number of employees.

The purpose of the VERA/VSIPs is not to deplete agency staff, but rather to ensure that the agency can hire the staff, with new and different skills, to address agency priorities and mission-critical work.

Estimated Implementation Timeline
Voluntary Early Retirement Authority/Voluntary Separation Incentive Payment

Action	Estimated Completion Date
Submit draft justification for VERA/VSIP to OHR for review and comments	May 15, 2014
Submit final justification to OHR	June 24, 2014
Submit request informally to OPM/OMB for review and initial feedback <ul style="list-style-type: none"> • First request submitted • Last request submitted 	June 30, 2014 August 19, 2014
Receive OPM/OMB's informal "approval" <ul style="list-style-type: none"> • First request • Last request 	August 18, 2014 TBD
Obtain AA/OARM signature <ul style="list-style-type: none"> • First formal request • Last request submitted 	September 5, 2014 TBD
Submit official request to OPM/OMB for approval <ul style="list-style-type: none"> • First request submitted • Last request submitted 	September 8, 2014 TBD
Receive OPM/OMB's official approval for all requests	TBD
Last effective date for employee separations	No later than January 9, 2015 (pay period ending 01/10/15)

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/19/2017 6:09:16 PM
To: Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: OCSPP Workforce Reshaping follow up
Attachments: VERA VSIP Major Themes OCSPP 5.17.17.final.xlsx



From: Wise, Louise
Sent: Friday, May 19, 2017 1:30 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Cleland-Hamnett, Wendy <Cleland-Hamnett.Wendy@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Morales, Oscar <Morales.Oscar@epa.gov>
Subject: OCSPP Workforce Reshaping follow up

Donna and Debbi – Here is the spreadsheet for OCSPP. Enjoy your weekend!

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
Date: May 12, 2017 at 3:56:53 PM EDT
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19th** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 7/19/2017 4:32:06 PM
To: Stultz, Lisa [Stultz.Lisa@epa.gov]; Hincks, Dave [Hincks.Dave@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]; Connors, Sandra [Connors.Sandra@epa.gov]; Mason, Colleen [Mason.Colleen@epa.gov]; Duross, Jeanne [Duross.Jeanne@epa.gov]; Plagge, David [Plagge.David@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]
Subject: RE: VSIP Related Request

Good afternoon Lisa,

We agree that the opinion of OGC would be valuable to receive. Can you please have someone from your staff make the inquiry regarding this issue?

We appreciate your assistance and guidance in this request.

Thank you Lisa,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Stultz, Lisa
Sent: Wednesday, July 19, 2017 7:54 AM
To: Hincks, Dave <Hincks.Dave@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Mason, Colleen <Mason.Colleen@epa.gov>; Duross, Jeanne <Duross.Jeanne@epa.gov>; Plagge, David <Plagge.David@epa.gov>
Subject: RE: VSIP Related Request

Good morning,

I had a chance to look at this a bit this morning. This is an OPM requirement, and is based in the authority granted to Agencies under 5 U.S.C. 3524. I looked at OPM's guidance, as well as the code cited, and couldn't find a definition of "direct contract." As Dave notes, we can ask OGC for their opinion. In addition, the employee might want to go to OPM and ask the question since this is an OPM directive. I've attached OPM's guidance which contains this reference. Thanks!

Lisa
Lisa M. Stultz, Director
Cincinnati Procurement Operations Division (CPOD)
U.S. Environmental Protection Agency
26 West Martin Luther King Drive
Mail Stop: NORWOOD
Cincinnati, OH 45268
Office: 513-487-2041
Email: stultz.lisa@epa.gov

<https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/guide.pdf>

<https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments>

From: Hincks, Dave
Sent: Tuesday, July 18, 2017 6:46 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Mason, Colleen <Mason.Colleen@epa.gov>; Keith, Jennie <Keith.Jennie@epa.gov>; Duross, Jeanne <Duross.Jeanne@epa.gov>; Stultz, Lisa <Stultz.Lisa@epa.gov>; Plagge, David <Plagge.David@epa.gov>
Subject: RE: VSIP Related Request

Sue,

A personal services contract means that by the express terms or as it is administered, it makes the contractor personnel appear to be, in effect, Government employees (FAR 2.101). The following is a more detailed explanation from FAR 37.104.

37.104 -- Personal Services Contracts.

(a) A personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor's personnel. The Government is normally required to obtain its employees by direct hire under competitive appointment or other procedures required by the civil service laws. Obtaining personal services by contract, rather than by direct hire, circumvents these laws unless Congress has specifically authorized acquisition of the services by contract.

(b) Agencies shall not award personal services contracts unless specifically authorized by statute (e.g., 5 U.S.C. 3109) to do so.

(c)

(1) An employer-employee relationship under a service contract occurs when, as a result of

(i) the contract's terms or

(ii) the manner of its administration during performance, contractor personnel are subject to the relatively continuous supervision and control of a Government officer or employee. However, giving an order for a specific article or service, with the right to reject the finished product or result, is not the type of supervision or control that converts an individual who is an independent contractor (such as a contractor employee) into a Government employee.

(2) Each contract arrangement must be judged in the light of its own facts and circumstances, the key question always being: Will the Government exercise relatively continuous supervision and control over the contractor personnel performing the contract. The sporadic, unauthorized supervision of only one of a large number of contractor employees might reasonably be considered not relevant, while relatively continuous Government supervision of a substantial number of contractor employees would have to be taken strongly into account (see (d) of this section).

(d) The following descriptive elements should be used as a guide in assessing whether or not a proposed contract is personal in nature:

(1) Performance on site.

(2) Principal tools and equipment furnished by the Government.

(3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.

(4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.

(5) The need for the type of service provided can reasonably be expected to last beyond 1 year.

(6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to --

(i) Adequately protect the Government's interest;

(ii) Retain control of the function involved; or

(iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

(e) When specific statutory authority for a personal service contract is cited, obtain the review and opinion of legal counsel.

(f) Personal services contracts for the services of individual experts or consultants are limited by the Classification Act. In addition, the Office of Personnel Management has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest). Therefore, the contracting officer shall effect necessary coordination with the cognizant civilian personnel office.

A good example from the EPA are the ORD Student Service contracts. In that program, the students we place on contract are directly supervised by an ORD Federal employee (i.e. an ORD scientist). This type of relationship would normally be not allowed; however, ORD obtained special Congressional authority to enter into these contractual relationships.

A normal non-personal services contract occurs in most all cases. With this, supervision of the contract employees stays within the contractor channels. While there is oversight and technical direction provided by Government employees (Contracting Officers and Contracting Officer Representatives) during performance of these contracts, the direction is to the contractor as a whole, and not to individual contractor employees.

Regarding a "direct contract," I am not sure what that means. To me, "personal services contract" and "direct contract" are synonymous; however, the VERA/VSIP guidance seems to distinguish between the two. If there are other references to direct contracts in the guidance, please send those to me and hopefully I can help.

As an aside, I believe the route that was taken to coordinate with the ethics office was a good one. Personnel must have an understanding of the post-employment conflict of interest restrictions at 5 CFR 2641 (see <https://www.oge.gov/web/oge.nsf/Resources/5+C.F.R.+Part+2641:+Post-Employment+Conflict+of+Interest+Restrictions>)

If you have not already done so, I recommend OGC reviews your question and my response. I will be glad to forward to Maria Kavouras and Jeff Herrema if you would like.

Respectfully,

Dave

David Hincks
Manager, Specialized Service Center
Cincinnati Procurement Operations Division (OAM/CPOD)
Office of Acquisition Management
U.S. Environmental Protection Agency
(513) 487-2146
CPOD/SPECSC/ORD-OW-OSWER – CPOD/SPECSC/OAR-OARM

From: Mairose, Sue
Sent: Tuesday, July 18, 2017 3:48 PM
To: Hincks, Dave <Hincks.Dave@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Connors, Sandra <Connors.Sandra@epa.gov>; Mason, Colleen <Mason.Colleen@epa.gov>; Keith, Jennie <Keith.Jennie@epa.gov>; Duross, Jeanne <Duross.Jeanne@epa.gov>
Subject: FW: VSIP Related Request

Good afternoon Dave,

With the current VERA/VSIP underway the SSC's received the question below from an employee. It that the Ethics office has already been contacted as well with no luck.

Under the VERA/VSIP terms it states that repayment is required if the employee *"later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract."* What is the definition of "personal services contract or other direct contract?" For instance, if I accepted a VSIP and took a position with a private company, if that company had an existing or won a new government contract and I was asked to work on it, would that constitute a repayment?

Any information or guidance that you can provide regarding can the employee work under the contractor status identified above would be greatly appreciated. I have also copied the Benefits Branch Chief in Las Vegas, Elaine Jimenez on this email, as this employee works in the Office of Water which is serviced by the Las Vegas Shared Service Center.

Thank you Dave,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-132
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

From: Connors, Sandra
Sent: Tuesday, July 18, 2017 2:01 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VSIP Related Request

Thank you so much!

From: Hart, Debbi
Sent: Tuesday, July 18, 2017 1:27 PM
To: Connors, Sandra <Connors.Sandra@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VSIP Related Request

Sandra-

Thanks for circling back. I couldn't get an answer on my first attempt but Sue is trying. She will connect with you as soon as she knows more. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Connors, Sandra
Sent: Tuesday, July 18, 2017 11:35 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: VSIP Related Request

Just left you a vm – hate to bother you with this but Ethics says not their issue and not sure who might have this answer?

From: Connors, Sandra
Sent: Friday, July 14, 2017 12:30 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Keith, Jennie <Keith.Jennie@epa.gov>; Duross, Jeanne <Duross.Jeanne@epa.gov>
Subject: FW: VSIP Related Request

Debbi/Jennie/Jeanne – Can you please amplify the meaning of personal services contract or other direct contract? I'm assuming this only covers direct employment contracts with the US Government and not private companies who do business with EPA but can't find any info on the FAQs on this. Thanks!

From: Mason, Colleen
Sent: Friday, July 14, 2017 12:23 PM
To: Connors, Sandra <Connors.Sandra@epa.gov>
Subject: FW: VSIP Related Request

Hi Sandra-

I have an ethics question. Under the VERA/VSIP terms it states that repayment is required if the employee "*later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract.*" What is the definition of "personal services contract or other direct contract?" For instance, if I accepted a VSIP and took a position with a private company, if that company had an existing or won a new government contract and I was asked to work on it, would that constitute a repayment?

Colleen Mason
202-343-9641

From: ESB SSC LV
Sent: Friday, July 14, 2017 11:38 AM
To: Mason, Colleen <Mason.Colleen@epa.gov>
Subject: RE: VSIP Related Request

Colleen, for appropriate guidance / response to your inquiry regarding post-employment, you should contact your Program Office's Ethics Official. S/He will offer you direction on personal services contract or other direct contracts as stated in your email. Hope this helps.

Have a pleasant weekend.

Elaine Jimenez
Supervisory Human Resources Specialist (Benefits)
(Employee Services Branch Chief)
HRMD - Las Vegas
(702) 798-2402 – Office
(702) 798-2416 – Fax

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From: Mason, Colleen
Sent: Thursday, July 13, 2017 8:50 AM
To: ESB SSC LV <ESB_SSC_LV@epa.gov>
Subject: VSIP Related Request

I am looking for clarification on the VSIP repayment requirement. The language reads as follows:

An employee who receives a VSIP and later accepts employment for compensation with the Government of the United States within 5 years of the date of the separation on which the VSIP is based, including work under a personal services contract or other direct contract, must repay the entire amount of the VSIP to the agency that paid it - before the individual's first day of reemployment.

Can you please describe examples of "personal services contract or other direct contract." I am asking based on the following scenario:

- I am offered and accept a VSIP
- I accept employment with a private company
- The company wins a federal contract
- I am asked to work on that contract

Is this a scenario under which repayment would be required? Is that considered a personal services or direct contract?

Colleen Mason
National Aquatic Resource Surveys
U.S. Environmental Protection Agency
Office: 202-343-9641
Mason.Colleen@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/19/2017 8:05:48 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]
Subject: FW: Region 9's VERA VSIP Workforce Reshaping by Appropriation - Response Due May 19
Attachments: R9 VERA VSIP Major Themes by Appropriation.xlsx

Ex. 5 - Deliberative Process

From: Lane, Vicki
Sent: Friday, May 19, 2017 3:00 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: Region 9's VERA VSIP Workforce Reshaping by Appropriation - Response Due May 19

Hello Donna and Debbi,

Attached is Region 9's VERA/VSIP workforce reshaping plans by appropriation. Please let me know if you have any questions.

Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105
Email: lane.vicki@epa.gov
Phone: 415-972-3827

From: Vizian, Donna
Sent: Friday, May 12, 2017 12:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:

Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/20/2017 4:52:21 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Request (invitation) for staff to please come to staff meeting

This seems to be an SSC topic???

From: Hart, Debbi
Sent: Thursday, July 20, 2017 12:51 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Please see below. Should we be entertaining these requests?

From: Johnston, Khanna
Sent: Thursday, July 20, 2017 12:47 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Zarba, Christopher <Zarba.Christopher@epa.gov>
Subject: FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,
Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you?
Thank you, khanna

From: Johnston, Khanna
Sent: Tuesday, July 18, 2017 12:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request (invitation) for staff to please come to staff meeting

Debbi,
Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...
Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min? We have 16 FTEs, and approximately 7 eligible for V/V but the fears the new bills are feeding is what is stemming questions. Our staff meetings are Tuesday's at 10am.
Thank you kindly,
khanna

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency
1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/19/2017 8:03:58 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [Jordan.Deborah@epa.gov]; McIlwain, Serena [McIlwain.Serena@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]
Subject: RE: Region 9's VERA VSIP Workforce Reshaping by Appropriation - Response Due May 19

Thanks Vicki- We'll let you know if we have any questions. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki
Sent: Friday, May 19, 2017 3:00 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>
Subject: Region 9's VERA VSIP Workforce Reshaping by Appropriation - Response Due May 19

Hello Donna and Debbi,

Attached is Region 9's VERA/VSIP workforce reshaping plans by appropriation. Please let me know if you have any questions.

Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105
Email: lane.vicki@epa.gov
Phone: 415-972-3827

From: Vizian, Donna
Sent: Friday, May 12, 2017 12:57 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Subject: Workforce Reshaping follow up

Hi Everyone,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Two other things:

Ex. 5 - Deliberative Process

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/19/2017 7:57:14 PM
To: Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Region III Submission-Workforce Reshaping Follow up
Attachments: R3 VERA VSIP Major Themes.xlsx

Ex. 6 - Deliberative Process

From: Rodrigues, Cecil
Sent: Friday, May 19, 2017 2:59 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: McManus, Catharine <mcmanus.catharine@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Armstead, John A. <Armstead.John@epa.gov>; Krakowiak, John <Krakowiak.John@epa.gov>
Subject: Region III Submission-Workforce Reshaping Follow up

Donna:

Attached is Region III submission of target VERA/VSIP offers by theme and appropriations. If you have any questions or need more information, please contact Diana Esher, ARA or Kate McManus, HRO.

Thanks. Cecil

Cecil Rodrigues
Acting Regional Administrator
EPA Region III (3RA00)
1650 Arch Street
Philadelphia, PA 19103
215.814.2683

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/16/2017 10:39:30 PM
To: Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Workforce SES Position
Attachments: R9 V-V Request 12-20-13 2of2.pdf; R9 V-V Request 12-20-13 1of2.pdf

Hello Hitch-

We are having a fair number of VERA/VSIP discussions these days and realize that bc some folks are asking about targeting SES positions, you might well get queried for how that works in your role as the acting director of ERD. So, attached is an example of a V/V business case that did target SES positions—I think it's the only example I've seen and be aware that OPM provides extra scrutiny on these! Loretta also provided the link to OPM guidance on SES allocations below for your reference. Please let us know if you'd like to discuss further. Thanks. Debbi

Debbi Hart
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hart.debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 16, 2017 6:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Workforce SES Position

Debbi,

Ex. 5 - Deliberative Process

Also, OPM's guidance on SES allocations can be found on pg. 4 of the [SES Guide](#).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 5/9/2017 7:28:17 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Answers to ARA & HR Community V-V Questions

Okay, will schedule something. I have an HR Lead that I will also invite. Can we do a call-in number for her??

From: Hart, Debbi
Sent: Tuesday, May 9, 2017 3:27 PM
To: Smith, Susan <Smith.Susan@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Answers to ARA & HR Community V-V Questions

Hello Susan!

To answer your question, yes. The more specificity the better as it will minimize clarifying questions from us or OPM/OMB later. Thursday is a better day for me to discuss your additional questions. I would include Loretta too on the invite as she is the real V/V subject matter expert! Thank-- look forward to chatting. Debbi

Debbi Hart
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hart.debbi@epa.gov

From: Smith, Susan
Sent: Tuesday, May 09, 2017 8:31 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Answers to ARA & HR Community V-V Questions

Dear Debbi –

This is great, thanks! Another question, on the chart it only specifies by office, location, series and grade. Do we need to provide office-specific numbers e.g., one for OLEM's Office of Resource Conservation and Recovery and one for OLEM's Office of Superfund Remediation and Technology Innovation if they are both in Arlington, VA?? Also have some more questions about the "safe position" concept. Would you and Loretta have some time to meet with me on Wednesday or Thursday morning?? THANKS!!

Susan

From: Carpenter, Wesley
Sent: Monday, May 8, 2017 3:01 PM
To: ARA <ARA@epa.gov>
Cc: OHR PMOs <OHR_PMOs@epa.gov>; RHRO <RHRO@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Answers to ARA & HR Community V-V Questions

ARAs:

This is a follow-up to answer some V-V questions the HR Community and you posed to OARM recently, which are provided below.

1. **Question:** What format should offices use for the org charts?

Answer: PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

2. **Question:** Does an organization need to submit a proposed PD up front if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

Answer: No. The program must provide details about the proposed changes to the position in the business case. It is the agency's responsibility to ensure proper restructuring of the position takes place.

3. **Question:** What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

Answer: A safe position is a position that isn't specifically targeted for elimination or restructuring but would allow for the placement of another employee who's targeted position would be eliminated or restructured if vacated under V-V. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization's business case must identify and explain any "safe position" plans.

Example

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

Please contact Debbi Hart or Loretta Hunt if you have any other V-V questions. Thanks.

Wesley J. Carpenter
Deputy Director, EPA's Office of Human Resources
Tel. No.: 202-564-2019
Cell Phone: Ex. 6 - Personal Privacy
E-mail: carpenter.wesley@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/24/2017 10:35:11 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Examples of Past V-V Selection Criteria

Debbi,

We mostly used SCD.

1. Decisions about who receives VERA and VSIP will be prioritized based on the employee's official Service Computation Date, with priority given to those with the highest years of combined service at the EPA should two or more applicants within a VERA and VSIP eligible category have the same Service Computation Date. (R4)
2. Decisions about who receives a VERA and VSIP will be prioritized based on the {office's business/function/mission needs} and the employee's official Service Computation Date (SCD) with preference given to those with the highest years of combined service at EPA should two or more applicants within a VERA and VSIP eligible category have the same SCD. (ORD)
3. Decisions on who receives VSIPs will be made on the basis of seniority [as determined by: first, grade/step; then, service computation date (SCD) within each of the four categories targeted above.] In cases where individuals within a category have the same grade/step and SCD, decisions will be based on SCD/years of EPA service as a tie-breaker. In cases where individuals within a category have the same grade/step, SCD, and years of EPA service, decisions will be made on functional and organizational need. (OCFO)
4. Decisions on who receives VERA and VSIP will be prioritized based upon the employee's permanent official position of record, occupational series, grade level, and official Service Computation Date, with preference given to those with the highest years of combined service at the EPA should two or more applicants within a VERA and VSIP eligible category have the same Service Computation Date. (R7)
5. Decisions on which employees may be authorized VERA and VSIP will be based on the employee's permanent position of record, occupational series and grade level. Should decisions need to be made about who receives VERA/VSIPs, they will be based upon the employee's official Service Computation Date-LEAVE, with preference given to those with the highest number of years of combined service at the EPA should two or more applicants within a VERA and VSIP eligible category have the same Service Computation Date-LEAVE (OSWER).
6. Decisions about who receives VSIP will be made on the basis of each office's allocation and on a first-come first-serve basis to ensure equity across the entire organization. Additionally, decisions about who receives VERA and VSIP will be prioritized based on an employee's official Service Computation Date with precedence given to those with the highest years of combined service at the EPA should two or more applicants have the same Service Computation Date and turn in packages at the same time. If an individual Office does not utilize its entire allocation, the remaining offers will be allocated across all the other Offices using the same criteria defined above. (OEI)
7. Decisions on which positions would be targeted were made by senior managers based on seniority, mission, and OW program needs required to reshape the workforce and to meet lower FTE ceilings. This proposal sets a maximum number of VERA-VSIP opportunities for each occupational

series to be offered to OW employees with a duty station in Washington, DC, or where noted, in Cincinnati, OH. Decisions about who receives VERA and VSIP will be made based on the employees' official service computation date (SCD)-LEAVE and OW's program needs. The total number of years with EPA will serve as the tie breaker. If necessary, the total number of years with OW will serve as a second tie breaker. Questions regarding inclusion will be reviewed and decided by OW senior management. 9OW)

Loretta L. Hunt
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Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 5/9/2017 6:27:42 PM
To: Parker, Gary [parker.gary@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]
CC: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: Safe positions defined

1. **Question:** What is a “safe position” as mentioned in OPM’s VERA and VSIP guidance?

Answer: A safe position is a position that isn’t specifically targeted for elimination or restructuring but would allow for the placement of another employee who’s targeted position would be eliminated or restructured if vacated under V-V. Basically, it’s a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization’s business case must identify and explain any “safe position” plans.

Example

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

My question to you is—do we need to identify safe positions in our targeted positions template?

Debbi Hart
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